

ADOA – General Accounting Office

AFIS: COST ACCOUNTING

PARTICIPANT GUIDE – VIRTUAL V.2





COST ACCOUNTING

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All activities are demonstrated by the facilitator and will show this icon in your guide.



PARTICIPANT GUIDE: COST ACCOUNTING

This guide introduces the processes used to create and maintain Cost Accounting data for grants, projects, programs, and jobs in AFIS. Also covered, is how to research information related to these Cost Accounting activities. Cost Accounting activities range in scope from **State-funded** operational programs to **Federally-funded grants** and highway construction projects. The lifecycle of an activity may span a few months to several years.

Training Course Objectives

This training will review:

- Examine the Cost Accounting features and processes
- Identify the Cost Accounting component levels and their uses
- Review a federal grant award agreement and determine the needs of the grant
- Create a Cost Accounting structure using the Cost Accounting Setup (CAS) document based on the Federal Grant you have received
- Create and review both program expense and reimbursement budgets
- Review the Cost Accounting History table and how to locate finalized both Cost Accounting Setup and Cost Accounting Modification documents
- Review the navigation of Cost Accounting using tables, documents, and queries
- Maintain a Cost Accounting structure using the Cost Accounting Modification (CAM) document
- Create an expense document to process against the Cost Accounting Structure that was created
- View how an expense document will post to the corresponding budget inquiry tables
- Close a project or grant

Cost Accounting Overview

Section Objectives

This first section we will review:

- Identify the cost structure as the component of AFIS that is used for Cost Accounting.
- Read and interpret a Federal Grant Award Agreement and understand the needs of the grant and how to satisfy those needs with a cost structure.
- List and define the required elements for Cost Accounting (Major Program, Program, and Program Period).
- List and define the optional elements for Cost Accounting (Funding Profile, Funding Priority, Funding Line, Funding Profile Inference, Budget).



- List and define the additional Chart of Accounts elements available to capture Cost Accounting information (Activity, Location, and Function).
- Differentiate between Major Program and Program.

Section Overview

The cost structure is the component of AFIS used for Cost Accounting. The cost structure is a hierarchy of specialized Chart of Accounts elements that provide specific controls and tracking capabilities for transactions that support project and grant activities.

The cost structure elements required for Cost Accounting are Major Program, Program, and Program Period. An agency must have in AFIS to use the Cost Accounting structure this base level. The optional cost elements include:

- Funding Profile and components
- Funding Profile Inference
- Budget

Phase, Task Order, Location, Sub Location, Activity, Sub Activity, Function, and Sub Function are additional Chart of Accounts elements available for departments to capture additional information about Cost Accounting activities. The Major Program, Program, Activity, Function, and Location elements also have four roll up levels (Group, Type, Category, and Class) used to aggregate Cost Accounting data.



Cost Accounting Description

Cost Accounting is the process of accumulating, analyzing, and reporting cost information related to projects, grants, programs, and jobs. Cost Accounting in AFIS includes setting up cost structures after being awarded a grant or starting a project; tracking grants and projects; generating drawdown requests for reimbursement from funding sources (creating receivables from federal agencies); receiving revenues; and reclassifying grant and project transactions if funding sources change over the lifecycle of the project or grant.

The AFIS Cost Structure

AFIS utilizes the cost structure to capture Cost Accounting information. The cost structure is a hierarchy of specialized Chart of Accounts elements. Major Program elements used for Cost Accounting in AFIS vary based on both the characteristics of each activity and the information needs of the department; however, **each grant or project must have a Major Program, at least one Program, and at least one Program Period**. AFIS supports the use of multiple, concurrent cost structures that work in conjunction with each other.

Additional elements within the cost structure utilized for Cost Accounting are listed below.

- Funding Profile
- Funding Priority
- Funding Line
- Funding Profile Inference
- Budget

The use of these additional elements depends on the type of activity. This is discussed more in Overview of Cost Accounting Setup section.

Cost Accounting Rollups

Each Major Program and Program has four levels of rollup: Group, Type, Category, and Class. Rollups are used to aggregate and report on Cost Accounting information. The Group and Type rollups are available for department use, while the Category and Class are used for State-wide reporting purposes. Major Program and Program Category rollups are vitally important to the overall structure of the Cost Accounting Module within AFIS. **These rollups dictate whether a specific Grant/Project should or should not be included for Federal Reporting purposes.**

Cost Structure Models

Several model cost structures, using a variety of available chart of account elements, have been established as part of AFIS system implementation to meet the various needs of each department. See the Appendix (Cost Structure Models section) for additional information on each model. Refer to your department leadership for information on the cost structure(s) and accompanying budget structures that your department is using.



Additional Chart of Accounts Elements

In addition to the cost structure, additional Chart of Accounts elements are available to capture information about Cost Accounting activity: Phase, Task Order, Activity, Sub Activity, Function, Sub Function, Location, and Sub Location. These elements are utilized when required by department procedure. Activity, Function, and Location have four levels of rollup: Group, Type, Category, and Class.

Cost Accounting Setup Overview

A grant or project is set up in AFIS using key Chart of Accounts elements within the cost structure. These elements are entered on the Accounting and Posting lines of expenditure, disbursement, and general accounting documents to associate the transaction with the grant or project. **In this section, we will walk through in detail, each component and the minimum required fields that must be entered.**

Header

Note: we will discuss the topics listed in the left **Document Navigator** panel throughout this course. Outlined here for your reference in each image. As well as the tabs within each component.

The screenshot displays the AFIS Cost Accounting Setup (CAS) interface. On the left, the Document Navigator panel is open, showing a list of components: Header, Major Program, Program, Program Phase, Program Period, Funding Profile, Funding Priority, Funding Line, Internal Buyer Funding Line, Funding Profile Inference, Budget, and Created Documents. The 'Header' component is selected and highlighted. The main content area shows the 'Header' section with the following fields: Document Name, Record Date, Fiscal Year, Period, and Document Description. The 'Submit Budget Document(s)' checkbox is checked. The 'Extended Description' section is empty. The 'Document Information' section shows the following details: Created By: training1, Created On: 08/09/2019, and Modified By: instructor1.

The **Header** section allows you to enter data within the standard Document Name, Record Date, Budget FY, Fiscal Year, Period, and Document Description fields. The system displays information regarding the document history (for example, the Created By, Created On, Modify By, and Modify On fields).

The **Submit Budget Document(s) flag** controls the automatic submission of budget documents generated by the CAS document. If this flag is selected, then the system attempts to submit all generated budget documents to pending status. If this flag is not selected, then the system generates the budget documents but leaves them as drafts.

Note if the flag is selected when the CAS/CAM doc goes final and is in pending status whoever is the next level of approval will see that the budget doc was created by the last person to touch the doc. This will always be a GAO employee except DEA and DTA.

Reasons for not automatically submitting a budget document include the desire to add descriptive information (for example, FHWA Improvement Type) or to manually adjust the funding structure or amounts.



Header

General
Information
Tab

The screenshot shows the AFIS Cost Accounting Setup(CAS) interface. At the top, there's a header bar with the AFIS logo and a 'Jump to:' field. Below this is a navigation bar with 'Welcome, Instructor 1', 'Procurement', and 'Budgeting' tabs. The main content area is titled 'Cost Accounting Setup(CAS)' and includes metadata like 'Dept: 100', 'ID: 201500000042', 'Ver.: 1', 'Function: New', 'Phase: Draft', and a 'Modified' button. On the left, a 'Document Navigator' sidebar lists various document types. The 'Header' section is highlighted, and the 'General Information' sub-tab is selected. This sub-tab contains several input fields: 'Document Name', 'Record Date' (with a calendar icon), 'Fiscal Year', 'Period', and a 'Document Description' field which is populated with 'Set up Cost Accounting Structure for new Federal Grant'.

- **Document Name** - Optional field where agencies can give the document a name.
- **Record date** - This field will auto populate when the **validate** button is clicked.
- **Fiscal Year** - This field will auto populate when the **validate** button is clicked.
- **Period** - This field will auto populate when the **validate** button is clicked.
- **Document Description** - This section is for the creator of the CAS/CAM document to provide detailed information on what the purpose of the document is. By putting a detailed description, it will lead to a reduction in the amount of time reviewing and quicker approvals knowing what the end goal of the document is.
- **Submit Budget Document(s)** - The default setting is set to be checked meaning any budget document created in a CAS/CAM document will be sent directly to a pending status for department approval as opposed to being created and put into draft status.



Header

*Extended
Description
Tab*

AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line

Header

General Information Extended Description Document Information

Extended Description:

- **Extended Description** - There are character limitations to the document description (60 Characters) if you need more room for the document description place it in this section.

Header

*Document
Information
Tab*

AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Header

General Information Extended Description Document Information

Created By: training1

Created On: 08/09/2019

Modified By: instructor1

Modified On: 02/10/2021

- **Created By** - This field is generated by the system based on the employee who creates the document.
- **Created On** - This field is generated by the system based on the creation date of the document.
- **Modified By** - This field is generated by the system based on the last employee to modify the document.
- **Modified On** - This field is generated by the system based on the date of the last modification made to the document.



Major Program (MJPRG)

AFIS Jump to: CAS Go Home Personalize Accessibility App Help About

Welcome, Instructor 1 Procurement Budgeting Accounts Receivable Accounts Payable

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver: 1 Function: New Phase: Draft Modified by training1 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period**
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Interference
- Budget
- Created Documents

Program Period # 1 Total Lines: 1 Program Period: 10015

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	1

From 1 to 1 Total: 1

General Information

Department: 100
Major Program: 100MP
Major Program Name: 100 STATE ACCESS AND VISITATION
Program Period: 10015
Program Period Name: 100 State Access and Visit
Short Name: 100 Acc and Vis

Program Period Inf From: 07/01/2014
Program Period Inf To: 06/30/2015
Active: ☒
Budgeting: ☒
Reimb Status: Allowed for Reimbursement

General Options

Stage Definition: No
Stage Profile:
Grant ID: GRANT100
Grant ID Name: Grant100

Description/Contact

Contact:
Description:

Edit Copy Validate Submit Discard View PDF Print Processing Workflow File Close

AFIS Jump to: MJPRG Go Home

Welcome, Instructor 1 Procurement Budgeting Accounts Receivable

311-MA - Financial MA2 Major Program

Message Center Search History Favorites Administration Open Admin Open Financials Open HRM

Department	Major Program	Name	Active	Effective From	Effective To	Drawdown Group
✓ 100	BUDGET	Budget UAT	Yes			
100	FAMJRPROG	FAMJRPROG	Yes			
100	MJPRG	Major Program for Training	Yes			
101	BUDGET	Budget UAT	Yes			
101	FAMJRPROG	FAMJRPROG	Yes			

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Information

Department: 100 Instructor
Major Program: BUDGET
Auto Generate: ☐
Prefix:
Name: Budget UAT
Short Name: Budget

Effective From:
Effective To:
Active: ☒
Budgeting: ☒
Reimb Status: Allowed for Reimbursement
Reimb Exclusion: ☐

General Options

Rollups

Description/Contact

Highway Project

Overhead

The **Major Program (MJPRG)** page is the highest level of the Cost Accounting structure and is a required element in the cost structure. All remaining Cost Accounting elements are organized under the umbrella of the Major Program element. The role of the Major Program is to define global characteristics, behaviors, and controls for all aspects of the grants or projects.

Note: that any headline in parenthesis is the AFIS Jump to page code to find that corresponding table



The **Major Program** may identify an individual project or grant, or a grouping of projects or grants based on department needs. Each department will determine the best cost structure for each project or grant based on budgeting, reporting, and tracking requirements for the project or grant. For some, the grant/project will be set up at the Major Program level. For others, the Major Program will be used to summarize project/grant activity, and the actual project/grant will be established at the Program or Program Period Setup level. Major Program also has Group, Type, Category, and Class rollup codes available.

The **MJPRG** page allows you to establish global characteristics and behaviors for the project. Examples of global characteristics that can be established on MJPRG include:

- Identifying the Reimbursement Budget Structure used for the project(s)
- Establish the reporting basis of the project
- Identify the type of funding your agency is receiving (State, Federal, Donation, etc.)



Major Program (MJPRG)

General Information Tab

The **General Information** component identifies the Major Program. Key fields in this component include:

AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by

Document Navigator

Header

Major Program

Program

Program Phase

Program Period

Funding Profile

Funding Priority

Funding Line

Internal Buyer Funding Line

Funding Profile Inference

Budget

Created Documents

Major Program Department: 100 Major Program: 100MP

Department	Major Program	Name
100	100MP	100 STATE ACCESS AND VISITATION

From 1 to 1 Total: 1

First Previous Next

General Information General Options Rollups Description/Contact Highway Project

* Department: 100

Instructor

* Major Program: 100MP

Auto Generate: ☐

Prefix:

* Name: 100 STATE ACCESS AND

* Short Name: 100 ACC AND VIS

- **Department** - Unique agency code for the department managing the Major Program, this is your agency's three digit AFIS code.
- **Major Program Code** - The unique ID code that identifies the Major Program and will be input manually by someone at your agency when they first create the project using a Cost Accounting Setup (CAS) document. This identifies the project or the grant, or a grouping of projects or grants. This field is limited to sixteen alphanumeric characters.
- **Effective From and To** - These date fields are optional and typically remain blank for the Major Program. Effective dates for project and grant activity differ from Inference dates that will be explained in the Program Period section. By putting effective dates on the Major Program it will prevent a Major Program from being used outside that date range. If a transaction will be outside of an effective date the agency must extend or remove the date or the system will not allow the transaction.
- **Reimbursement Status** - This field is associated with the reimbursement functionality in AFIS. If your agency is utilizing the Front-End Split functionality the Reimbursement Status field will have an impact. If your agency wants to use the system to generate receivables or cash receipts Allowed for Reimbursement should be selected. If your agency wishes to delay the receivables or cash receipts, then Suspended for Reimbursement should be selected.

Note any agency using the system to generate receivables needs to ensure there is a process in place to monitor and liquidate



Major Program (MJPRG)

General Options Tab

The **General Options** component has important fields relating to the financial control of the Major Program. Key fields in this component include:

AFIS

Welcome, Instructor 1 | Procurement | Budgeting

Cost Accounting Setup(CAS) | Dept: 100 | ID: 201500000042 | Ver.: 1 | Function: New | Phase: Draft | Modified

Document Navigator

- Header
- Major Program**
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Major Program | Department: 100 | Major Program: 100MP

Department	Major Program	Name
100	100MP	100 STATE ACCESS AND VISITATION

From 1 to 1 Total: 1 | First | Previous | Next

General Information | **General Options** | Rollups | Description/Contact | Highway Project

Stage Definition: ☐

Reimb Budget: 39

REIMBURSABLE GRANT BUDGET

Reporting Basis: Accrual

Drawdown Group:

Drawdown Department:

Drawdown Unit:

- **Reimb Budget** - A reimbursement budget is **required** for projects and grants using the automated reimbursement or front end split processes. The most common selection is Structure ID 39. If budget control is required at the Program/Phase level, select Structure ID 40.
- **Reporting Basis** - This setting tells AFIS to infer the Program Period based on the record date of the cash expenditure. For all Major Program records, the recommended setting is Accrual.
- **Drawdown Group** - A drawdown group is an optional value that is entered for projects and grants using the automated reimbursement process, when a single funding agreement covers more than one Major Program (usually in multiple departments). It may be overridden at the Program level. Refer to Application Help for additional information on Drawdown Groups.
- **Reclass Exclusion** - This field indicates if Posting lines that have this Major Program value are to be reclassified when the offline Reclassification Process is run. See Application Help and the Cost Accounting Run Sheets for additional information.
- **Split type** - The Split Type field instructs AFIS how and when to apply funding splits (for example, Federal funding of 75%, and State funding of 25%).
 - For projects and grants using the automated reimbursement or the front end split process, select **Front End Split (FES)**. This tells AFIS to apply the funding split at the time the transaction is entered in the system. This will require your agency to use a reimbursement budget. Depending on the budget structure your agency uses you may use either 39 or 40 budget structure. (For agencies, using the 38 or 97 budget structures you will use 39 as the reimbursement budget and for those using 37 you will select the 40-budget structure.)
 - When **Front-end Split** is selected, it requires a reimbursable budget structure (39/40) depending on which expense budget will be utilized.



- For projects and grants that will not use either the automated reimbursement process nor the Funding Profile tables, select **No Automated Splits – No Bill**.
 - This should be used by all agencies for every structure unless they intend to use the reimbursement feature of the system. (Front-End Split)
- **Federal Appropriation Setup** - The Federal Appropriation Setup field instructs AFIS to look at either the Program Period or Funding Line for the federal reference numbers such as CFDA or Federal Appropriation Number. The Federal Appropriation setup should only be at one component.
- **Grant ID** – The Grant ID may be used to link the information on the grant award in the Grant Lifecycle Management component of AFIS to the cost structure. This is one of 4 locations Grant ID can be linked to the cost structure and it is not best practice nor recommended to enter it at this level. For grants established at the Major Program level, search for and select the Grant ID to which this Major Program will be associated. It is important to note that once a Grant ID is attached to the Major Program level all expenditures using any combination of chart of account elements under that Major Program will be associated with that Grant ID. If you ever receive a new Grant ID for this project, you must create an entirely new cost structure so that the information will not be overwritten by a new Grant ID.
- **CFDA Validation Required** - This check box indicates whether a CFDA number must be validated against the CFDA Number (CFDA) page for Chart of Accounts elements established for this Major Program. When checked, the Federal Catalog Prefix field and Federal Catalog Suffix field values specified on the PPC page, Funding Line page, CAS document, or CAM document will be validated against the CFDA Number table to ensure it is a valid value. This check box defaults to unchecked.
 - By selecting this box the system will make sure they are using a valid CFDA number that has been established. If this is not checked, there will be no check and they could potentially set up a structure that has an invalid CFDA number, which could affect year-end reporting. **CFDA – Catalog Federal Domestic Assistance**



Major Program (MJPRG)

Rollups Tab

The **Rollups** component provides four levels to aggregate project or grant activity for reporting purposes. The Major Program Class and Major Program Category are used for Statewide reporting purposes. The Major Program Group and Major Program Type rollups are department-specific and should be completed according to department procedure. Below are the options for rollups under the Major Program Category:

- 01-Federal Grant- Direct from Federal Government
- 02-State Grant- Non-Federal from Another State Agency
- 03-Local Grant- From a Local Government
- 04-Private Grant- From a Non-Governmental Entity
- 05-Federal Pass-Thru Grant- From another State Agency from a Federal Agency**
- 07-Federal Fee for Service Contracts
- 08-Private Pass-Thru Grant-From another State Agency from a non-Governmental Entity
- 09-Capitated Payments
- 10-Federal Pass-Thru Grant-From Non-State Governmental Organization
- 11-ARRA Federal Stimulus Awards-Directly from Federal Government
- 12-ARRA Pass-Thru-From another State Agency from Federal Government
- 13-ARRA non-1512 Reporting-Not Subject to 1512 Reporting
- 14-CARES Act Direct from Federal Agency
- 15-CARES Act Pass-Thru from another State Agency
- 16-COVID Private Entity Donation



17-CARES Act Pass-Thru from Non-State Government Organization

Note: Type 05 Grants are federal monies if the money originates at the federal level it must be tracked as such (common misconception to put these funds as a type 02 since the money is coming from another state agency)

Major Program (MJPRG)

Highway Project Tab

AFIS Welcome, Instructor 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable | Cost Accounting Setup(CAS) | Dept: 100 | ID: 201500000042 | Ver.: 1 | Function: New | Phase: Draft | Modified by instructor1, 06/01/2015

Document Navigator

- Header
- Major Program**
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Major Program Department: 100 Major Program: 100MP

Department	Major Program	Name	Active	Effective From
100	100MP	100 STATE ACCESS AND VISITATION	Yes	

From 1 to 1 Total: 1 | First | Previous | Next | Last

General Information | General Options | Rollups | Description/Contact | **Highway Project** | Overhead

Project Agreement Number: **Secondary Road Plan:**

County:

Mile Post Start: **Building Number:**

Mile Post End: **Parcel Number:**

Mile Post Length: **Corridor:**

Station: **Board Entity:**

Entity: **Legislative Entity:**

Area: **Indian Reservation:**

Highway Functional Class:

Highway Project information can be recorded at the Major Program, Program, or Program Phase levels. The coding level used to track the Highway project information is determined by the department.



Major Program (MJPRG)

Overhead Tab

Eligibility for Overhead charges are established at the Major Program level. Key fields in this component are:

- **Overhead Eligible** - This check box enables the use of the overhead process for Cost Accounting activities within this Major Program.
- **Overhead Default Rate** - Enter the default overhead rate for the Major Program. This field is required if the Overhead Eligible check box is checked.
- **Overhead Redirection** - This check box tells AFIS that the Chart of Accounts elements on source transactions will be overwritten with the elements entered in this component when the overhead charges are created by the system.

Chart of Accounts fields left empty in this component do not change the value on the source transaction when the Overhead charge transaction is created.

Chart of Accounts fields that have a code entered in this component will overwrite the source transaction Chart of Accounts element when the Overhead charge transaction is created.

Chart of Accounts fields with BLNK entered will delete the source transaction Chart of Accounts element. The field will be blank on when the Overhead charge transaction is created.

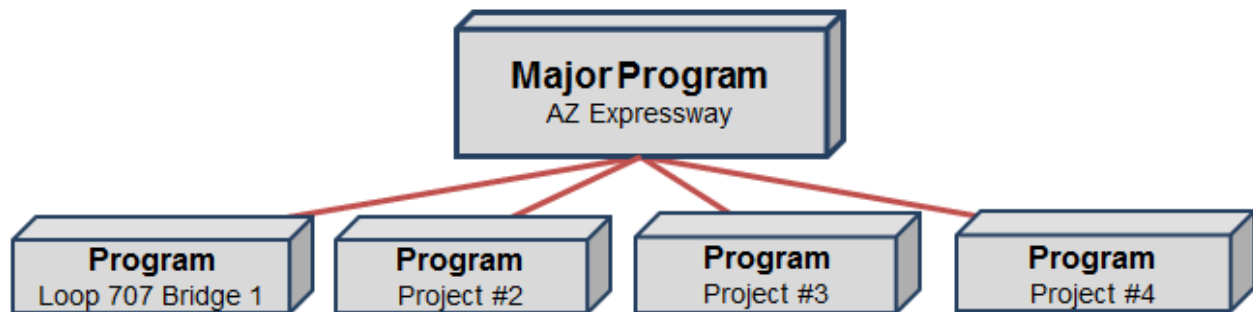


Program Setup (PROG)

There may be several Programs established on the **Program Setup (PROG)** page in the Major Program hierarchy. A Program is the primary Cost Accounting element in the cost structure, and is a required element on every Cost Accounting transaction. A Program is used to identify a specific project or grant, or it may be used to identify a division or component of a project/grant, if the project/grant itself is set up at the Major Program level. Program also has Group, Type, Category, and Class rollup codes available.

The **Major Program** links individual Programs together for budgeting and/or reporting purposes. **Although a Major Program can have multiple Programs beneath it, each Program can only be**

associated to one Major Program. The Major Program code is inferred on an AFIS document based on the Program code that is entered on the Detail Accounting tab of the document.

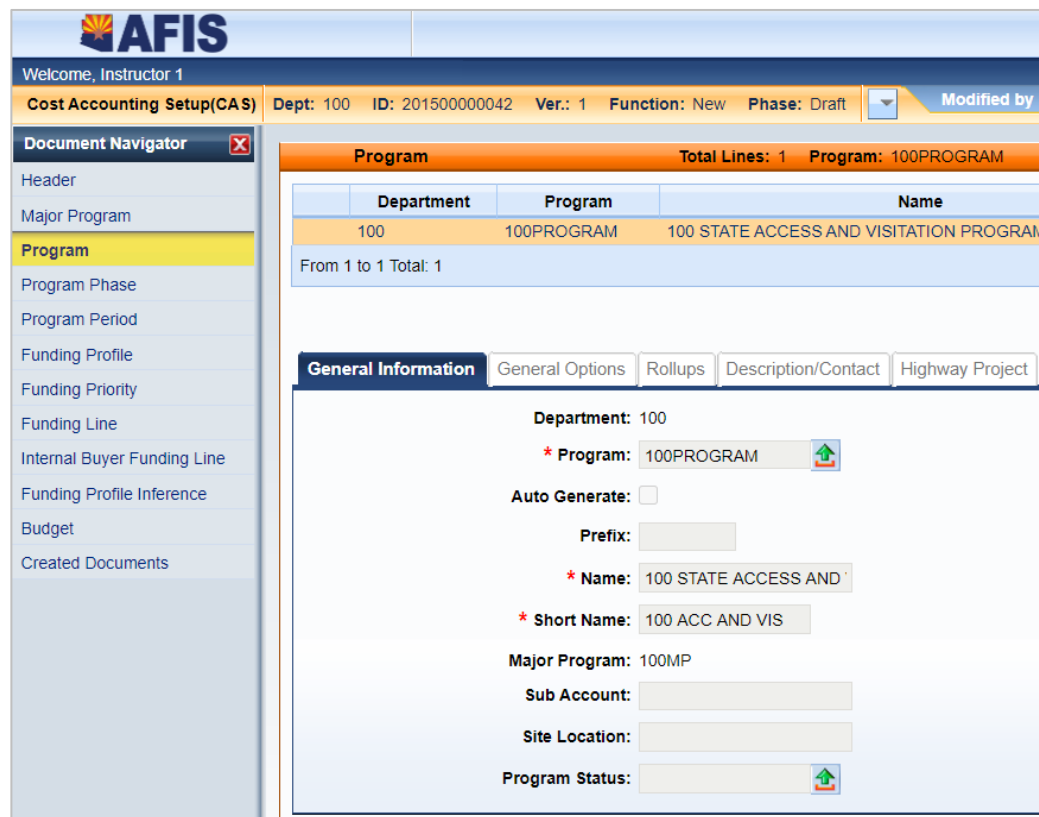


An individual Program is assigned to only one Major Program. Each Major Program must have at least one Program, but normally has multiple Programs in its hierarchy.

Program contains the following components: General Information General Options, Rollups, Description/Contact, Highway Project, Fixed Asset Information, and the Program Dates.

Program Setup (PROG)

General Information Tab



AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by

Document Navigator

- Header
- Major Program
- Program**
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents


Program Total Lines: 1 Program: 100PROGRAM

Department	Program	Name
100	100PROGRAM	100 STATE ACCESS AND VISITATION PROGRAM

From 1 to 1 Total: 1

General Information General Options Rollups Description/Contact Highway Project

Department: 100

* Program: 100PROGRAM 

Auto Generate: ☐

Prefix:


* Name: 100 STATE ACCESS AND

* Short Name: 100 ACC AND VIS

Major Program: 100MP

Sub Account:

Site Location:

Program Status: 

This component of the Program Setup (PROG) page associates the Program to the Major Program. Several fields from the MJPRG record are defaulted to the PROG record when the MJPRG code is entered, but can be overridden.

Key fields in this component include:

- **Program** - The unique code that identifies the Program. This identifies the project or the grant. The Program code should be manually entered and is specific to your department. You may only use a Program code once per agency because the Major Program is inferred based on the Program that is selected. For example, if your agency creates a Program called **VOCA** then **VOCA** may not be used as to create a different Program ever again. **This field has a ten-character alphanumeric limit.**
- **Name** - The name associated with the program. This field is required and may be used to expand upon the Program code you generated to give additional information. **(ten character limit)**
- **Short Name** - The short name associated with the program. This name is used on queries, reports, and inferences for display on transactions and pages when there is not enough room for the full name.
- **Effective From** and **Effective To** - These date fields are optional and typically remain blank. Effective dates for project and grant activity are normally controlled on the Program Period records.
- **Billing Agreement Date** - Required if the Program is eligible for reimbursement. The Billing Agreement date determines when billing may start for a Program. For example, for grants, the Billing Agreement date is populated with the grant award date. A drawdown request for this Program will not be generated by the automated reimbursement process until on or after the Billing Agreement date. This field is also available on the Program Phase (PHPRG) page and can be entered there, if the authorization date for a Phase is different than the date entered on the Program. If either or both Effective Dates are entered, the Billing Agreement Date must be equal to either the Effective Date or within the range of Effective Dates.
- **Reimb Status** - Select **Allowed for Reimbursement** for all projects and grants. If processing of the automated drawdown request should be suspended for any reason, select **Suspended for Reimbursement.**
- **Reimb Eligible** - Tells AFIS whether the Program is participating in the automated reimbursement process.

Note: If your agency is not using the automated reimbursement process this field will not have an impact on your cost structure

This **check box** should be **checked** for **grants and for projects eligible** for reimbursement and utilizing the automated reimbursement process.

This **check box** should be **unchecked** for **Programs ineligible** for automated reimbursement.

- **Reclass Exclusion** - This field indicates if Posting lines that have this Program value are to be reclassified when the offline Reclassification Process is run. See Application Help and the Cost Accounting Run Sheets for additional information



Program Setup (PROG)

General Options Tab

AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by

Document Navigator

- Header
- Major Program
- Program**
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Program Total Lines: 1 Program: 100PROGRAM

Department	Program	Name
100	100PROGRAM	100 STATE ACCESS AND VISITATION PROGRAM

From 1 to 1 Total: 1

General Information **General Options** Rollups Description/Contact Highway Project

Drawdown Group:

Drawdown Department:

Drawdown Unit:

- **Drawdown Group** - (optional) entered for projects and grants using the automated reimbursement process, when a single funding agreement covers more than one Program. This should be used to group together expenditures from different cost structures related to similar funding sources. Refer to Application Help for additional information on Drawdown Groups.
- **Grant ID** - This is one of 4 locations Grant ID can be linked to the cost structure and it is not best practice nor recommended to enter it at this level. If the Grant ID is populated at the Major Program level, leave this field blank. If the Program level is the appropriate level to link to the grant, search for and select the Grant ID to which this Program will be associated.
 - Grant ID must only be located at one level within the Cost Structure. If it is placed at the Program Level any time a new Grant ID is created for this project they must create a new Program.

Program Setup (PROG)

Rollups Tab

AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by training1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program**
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Program Total Lines: 1 Program: 100PROGRAM

Department	Program	Name
100	100PROGRAM	100 STATE ACCESS AND VISITATION PROGRAM

From 1 to 1 Total: 1

General Information General Options **Rollups** Description/Contact Highway Project Fixed Asset Information

Program Class:

Program Category:

Program Type:

Program Group:



Fields in the **Rollups** component may be populated, if needed, for Statewide or department reporting purposes.

Program Category may be used for reporting purposes. Based on what Program Category is selected the system can decipher whether a grant is Federal or State. This field may also be left blank if the cost structure is not a grant but you would still like to utilize the cost structure to capture the costs.

Note: that the rollup categories are the same here as on the Major Program section therefore if you are putting something in here, it must match the Major Program Category. The exception to this is that if they have multiple Programs under a Major Program that will not utilize the same category roll up then they can leave Major Program blank and select different values for the different Programs.

Program Setup (PROG)

Description/
Contact Tab

The screenshot shows the AFIS Program Setup (PROG) interface. The top header includes the AFIS logo and navigation links for Procurement and Budget. Below the header, a status bar displays 'Welcome, Instructor 1', 'Cost Accounting Setup(CAS)', 'Dept: 100', 'ID: 201500000042', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by training1.. 06/01/2015'. A 'Document Navigator' on the left lists various setup components, with 'Program' highlighted. The main area shows a table with columns for Department, Program, Name, and Major Program. The table contains one row: Department 100, Program 100PROGRAM, Name 100 STATE ACCESS AND VISITATION PROGRAM, and Major Program 100MP. Below the table, there are tabs for General Information, General Options, Rollups, Description/Contact (selected), Highway Project, and Fixed Asset Information. The Description/Contact tab contains fields for Contact (with a pick list icon), Contact Type, Additional Contact, and Additional Contact Type.

Fields in the **Description/Contact** component are used to identify the manager and/or the first point of contact for the project or grant and are populated according to department procedure. Fields available in this component are:

- **Contact** - names available from the pick list in this field are established on the Contact (CNTAC) page. The name selected in this field may be the manager or the first point of contact.
- **Contact Type** - used to enter the position or type of contact for the individual identified in the Contact field.
- **Additional Contact** - used to enter an additional contact name. This field is not associated with the Contact page.
- **Additional Contact Type** - used to enter the position or type of contact for the individual identified in the Additional Contact field.
- **Description** - used to enter additional information.



Program Period (PPC)

AFIS Welcome, Instructor 1

Jump to: CAS Home Accessibility About

Procurement Budgeting Accounts Receivable Accounts Payable

Cost Accounting Setup(CAS) Dept: 100 ID: 201800000042 Ver: 1 Function: New Phase: Draft Modified by Training 1 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period**
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Reference
- Budget
- Created Documents

Program Period 10215

Department	Major Program	Program Period	Program Period Int From	Program Period Int To	Reimb Status	Program Period Sequence
100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	1

From 1 to 1 Total: 1

General Information

Department: 100
Major Program: 100MP
Major Program Name: 100 STATE ACCESS AND VISITATION
* Program Period: 10015
* Program Period Name: 100 State Access and Visi
* Short Name: 100 Acc and Vis

* Program Period Int From: 07/01/2014
* Program Period Int To: 06/30/2015
Active: ☐
Budgeting: ☒
Reimb Status: Allowed for Reimbursement

General Options

Stage Definition: No
Stage Profile:
Grant ID: GRANT100
Grant ID Name: Grant100

Description/Contact

Contact:
Description:

AFIS Welcome, Instructor 1

Jump to: PPC Home

Procurement Budgeting Accounts Receivable Accounts Payable

311-MA - Financial MA2 **Program Period**

Message Center

Search

History

Favorites

Administration

Open Admin

Open Financials

Open HRM

Department	Major Program	Program Period Sequence	Program Period	Program Period Int From	Program Period Int To
✓ 100	BUDGET	1	PPC01	11/01/2014	10/30/2015
101	BUDGET	1	PPC01	11/01/2014	10/30/2015
102	102MP	1	10215	10/01/2014	09/30/2015
102	102MP	2	10216	10/01/2015	09/30/2016
102	BUDGET	1	PPC01	11/01/2014	10/30/2015

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Information

*Department: 100
*Major Program: BUDGET
*Major Program Name: Budget UAT
*Program Period Sequence: 1
*Program Period: PPC01
*Program Period Name: Program Period 1
*Short Name: 01

*Program Period Int From: 11/01/2014
*Program Period Int To: 10/30/2015
Active: ☒
Budgeting: ☒
Reimb Status: Allowed for Reimbursement

Major Program Effective Start Date:
Major Program Effective End Date:
Total Clearance Percentage: 0.00

General Options

Description/Contact

Funding Identification

In AFIS, the **Program Period** is the element used to identify the award period or fiscal year. Their inference date ranges, Fiscal Year or Budget Year, do not limit PPC's. It is best practice to place a Grant ID on this level of the cost structure so that each year of new funding all that is needed is a new Program Period with a new Grant ID. PPC's are tied to the Major Program which means any PPC that is created under a Major Program can be used with any Program under that same Major Program. The agency does not need to create a PPC for each individual Program under the Major Program. Program Periods are inferred by the record date of transactions depending on which Reporting basis is selected, this inference was established in the Reporting Basis field on the Major Program record for the grant or project. As stated in the Major Program section it is recommended to use the Accrual method. There are 5 options for the Reporting Basis that all use different inference logics various options and their definitions are listed below:



- **Accrual** - Pre-Encumbrance and Encumbrance documents use the Record Date to infer the Program Period. Accrued and Cash Expenditures (referencing an encumbrance or not) use the Service From Date to infer the Program Period.

Note: if not entered, the Service From Date defaults to the Record Date.

- **Cash** - Pre-Encumbrance, Encumbrance, Accrued Expenditures, and Cash Expenditures all use their Record Date to infer the Program Period. However, it is the last document in the chain (the Disbursement) that provides the Program Period that is used in the Reimbursement process.
- **Encumbrance** - Pre-Encumbrance and Encumbrance documents use the Record Date for Program Period inference. Accrued and Cash Expenditures that reference an encumbrance use whatever Program Period is on the encumbrance. Note: If the user manually enters a different Program Period, they receive error A3549. Accrued and Cash Expenditures that do not reference an encumbrance (either it references another document type or it references no document) use the Service From Date to infer the Program Period.
- **Required-No Inference** - Select this value if Program Period should not be inferred on documents.

Note: Manual entry of the Program Period is allowed on documents.

- **Prohibited** – Select this value if the Major Program should not include Program Period as one of the COA elements. Note: Manual entry of the Program Period is not allowed on documents.

Note: Manual entry of the Program Period is allowed on documents.

The Program Period is established on the Program Period (PPC) page. The page contains four components: General Information, General Options, Contact/Description, and **Funding Identification**.

Funding Identification is very important, as this is where the CFDA number and SEFA ID is input. These two are used for Federal reporting and one must be filled out if the funding is federal.



Program Period (PPC)

General Information Tab

AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period**
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Program Period 1 Total Lines: 1 Program Period: 10015

	Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To
1	100	100MP	10015		07/01/2014

From 1 to 1 Total: 1

General Information General Options Description/Contact Funding Identification

Department: 100

Major Program: 100MP

Major Program Name: 100 STATE ACCESS AND VISITATION

* Program Period: 10015

* Program Period Name: 100 State Access and Visitation

* Short Name: 100 Acc and Vis

The General Information component associates the Program Period with the Major Program that identifies the grant or project.

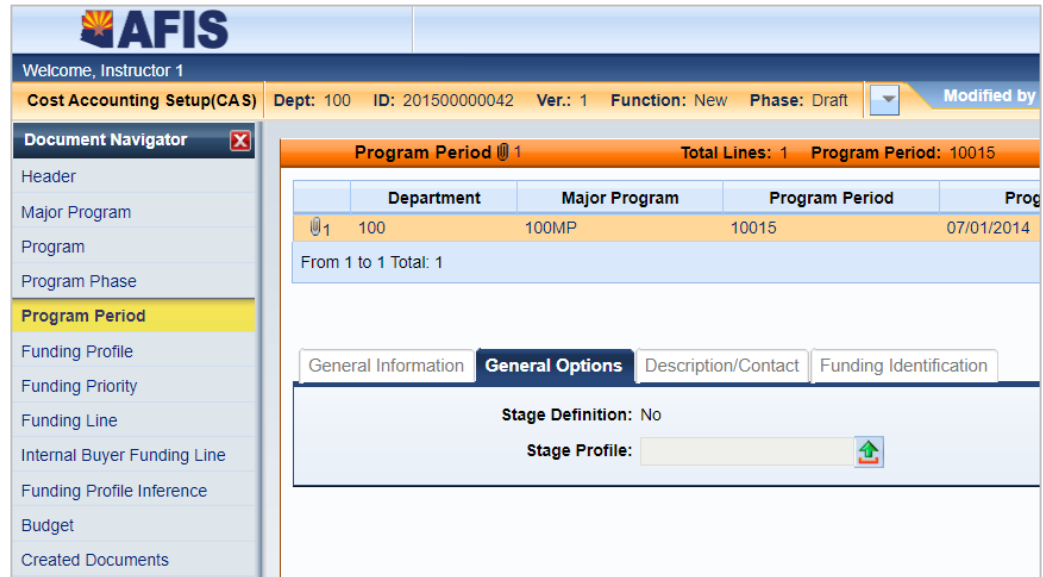
- **Department** - Enter or select the Department code for the Department associated with the Major Program.
- **Major Program** - Enter or select the Major Program code to be associated with the new Program Period. The Major Program Name will be inferred from MJPRG when the record is saved.
- **Program Period** - Enter a Program Period code there is a 5-character limit on this field.
- **Program Period Name and Short Name** - Enter a Program Period Name and Short Name.
- **Program Period Inf From and Program Period Inf To** - These date fields are used to define the beginning and ending dates of the award period or fiscal year. This date range is typically a one-year period, but may be a two-year period for grants that are awarded every two years. **It is important to note that if there are multiple Program Periods, the inference dates cannot overlap or have a gap between them. Program Periods must be one continuous string of time and any active Program Period can be used outside of it's given inference date range.**
 - **For example**, a Program Period inference to date that ends 06/30/2019 may still be used on a transaction that is created on 07/15/2019 you must manually overwrite the Program Period that is being inferred.
 - **Program Period Inf** dates are Soft Inf Logic, can be over written on transactions, if you want a transaction to hit a different program period. Remember Function Inf is a Hard Inf Logic.



- **Reimb Status** - Select Allowed for Reimbursement for all projects and grants. If processing of the automated drawdown request should be suspended for any reason, select Suspended for Reimbursement.

Program Period (PPC)

General
Options Tab



AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period**
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Program Period 1 Total Lines: 1 Program Period: 10015

	Department	Major Program	Program Period	Prog
1	100	100MP	10015	07/01/2014

From 1 to 1 Total: 1

General Information **General Options** Description/Contact Funding Identification

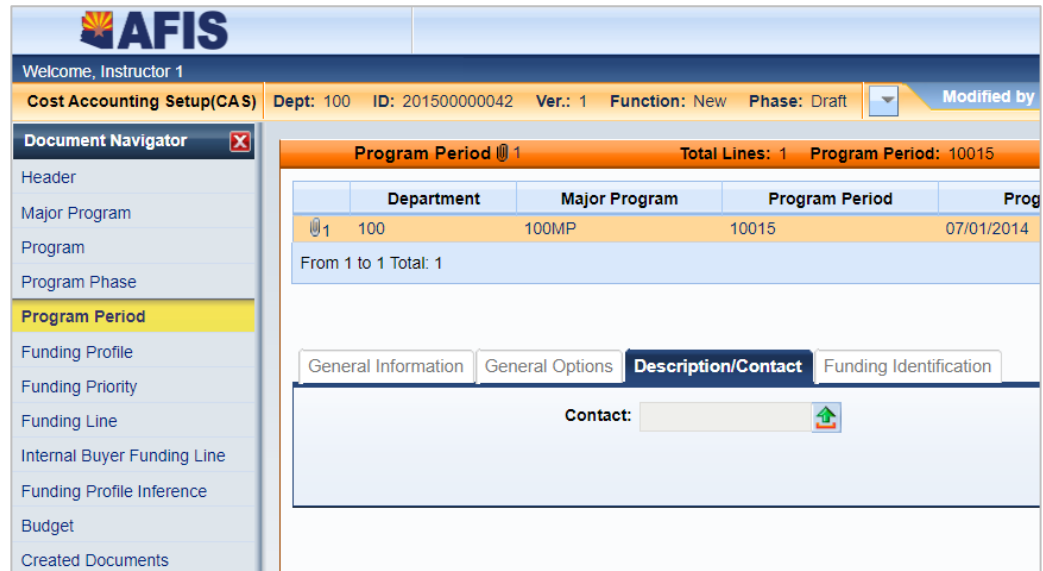
Stage Definition: No

Stage Profile:

Here the Grant ID is located for the Program Period component (PPC). **It's recommended to put Grant ID's at the PPC level if the grant you are receiving a grant on an annual basis as each new award should have its' own Grant ID number. By doing every period will be tied to its' own Grant ID.**

Program Period (PPC)

Description/
Contact Tab



AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period**
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Program Period 1 Total Lines: 1 Program Period: 10015

	Department	Major Program	Program Period	Prog
1	100	100MP	10015	07/01/2014

From 1 to 1 Total: 1

General Information General Options **Description/Contact** Funding Identification

Contact:

The **Contact** field may be used to identify who to contact for additional information about the Program Period record.



Program Period (PPC)

Funding Identification Tab

AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 20150000042 Ver.: 1 Function: New Phase: Draft Modified by training1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period**
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Program Period 1 Total Lines: 1 Program Period: 10015

Department	Major Program	Program Period	Program Period Inf From
100	100MP	10015	07/01/2014

From 1 to 1 Total: 1

General Information General Options Description/Contact **Funding Identification**

Federal Catalog Agency: DCAP

Federal Catalog Prefix: 93

Federal Catalog Suffix: 597

Federal Agency Name: DHHS Centers for Disease Control and Prevention

Federal Appropriation No:

This component is used to capture funding information about the project or grant. As mentioned earlier in this lesson, the Federal Appropriation Setup field on the Major Program record instructs AFIS to look for funding information either at the Program Period or Funding Line levels. Normally, this information will be entered on the Program Period page.

Program Period

Menu Back

Department	Major Program	Program Period Sequence	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Total Clearance Percentage
✓ 100	100MP	1	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	0.00
100	100MP	2	10016	07/01/2015	06/30/2016	Allowed for Reimbursement	0.00
100	BUDGET	1	PPC01	11/01/2014	10/30/2015	Allowed for Reimbursement	0.00
101	101MP	1	10115	07/01/2014	06/30/2015	Allowed for Reimbursement	0.00
101	101MP	2	10116	07/01/2015	06/30/2016	Allowed for Reimbursement	0.00

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

▼ Funding Identification

Federal Catalog Agency : DCAP

Federal Catalog Prefix : 93

Federal Catalog Suffix : 597

Federal Agency Name : DHHS Centers for Disease Control and Prevention

Federal Appropriation No. :

SEFA ID :

SEFA Description :

Common Accounting No. :

External Account No. :

Letter of Credit No. :

Construction Budgeting Authority No. :

Federal Payment System :

The CFDA number is identified using the Federal Catalog Agency and Federal Catalog Suffix fields in the following manner:

1. Select a value from the Federal Catalog Agency pick list. **Valid entries for this field are established on the Federal Agency (FEDAGCY) page by GAO.**
2. The Federal Catalog Prefix field is **populated by the selection from the Federal Catalog Agency** pick list, based on entries in the Federal Agency (FEDAGCY) page. This represents the first two digits of the CFDA number.
3. Select a value from the Federal Catalog Suffix pick list. **This represents the last two or three digits of the CFDA number.**



If a Federal program does not have an assigned CFDA Number, enter values in the SEFA ID and SEFA Description fields to assign an ID. The SEFA ID is a combination of the Federal Awarding Agency identification number followed by a period and the award contract number. If you have any questions about this please refer to State of Arizona Accounting Manual (7015), Formatting Guidelines for SEFA reporting.

SEFA ID :	
SEFA Description :	

If the CFDA Validation Required check box is checked for the Major Program associated with the Program Period, then the Federal Catalog Prefix field and Federal Catalog Suffix field values entered in this component are validated against the CFDA Number table to ensure it is a valid value.

Establish a Funding Profile Hierarchy (FPRFLST)

The Funding Profile hierarchy is required for projects and grants that use the AFIS automated reimbursement process. The hierarchy is established on the Funding Profile Select (FPRFLST) page and consists of the Funding Profile, Funding Priority(s), Funding Line(s), and Internal Buyer Funding Line(s). This hierarchy may also be used to record funding information when the Major Program Split Type field is set to No Automated Splits – Manual (in this case, drawdown requests are calculated outside of AFIS).

Funding Profile

The Funding Profile can be used for billing business rules within the Major Program. It captures the reimbursement structure for the project or grant, tracks all of the details related to the funding source(s) and funding agreement(s), and drives the reimbursement process.

Two types of Funding Profiles may be established for each reimbursable Major Program: **eligible** and **ineligible**. **An eligible funding profile identifies the funding details for participating or reimbursable expenditures; an ineligible funding profile identifies the funding details for non-participating or non-reimbursable expenditures.** Normally only one ineligible Funding Profile is created for each Major Program; however, multiple eligible Funding Profiles can be created as needed to reflect the various funding agreements for the Major Program.

The General Accounting and Cost Accounting Chart of Accounts elements, listed below, have a check box to indicate whether the element is eligible for reimbursement in AFIS.

- Program
- Program Phase
- Object
- Activity



Funding Profile

Funding Profile Inference Pages

AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference**
- Budget
- Created Documents

Funding Profile Inference Total Lines: 2 Funding Profile

Funding Profile Inference	Department	Major Program
FPI5	100	100MP
FPI5	100	100MP

From 1 to 2 Total: 2

Funding Profile Inference: FPI5

Department: 100

Major Program: 100MP

Program: 100PROGRAM

Funding Profile: 100

Reimb Eligible: Eligible

A series of pages, referred to as funding profile inference pages, are used to associate unique combinations of Major Program elements to the appropriate Funding Profile. When the unique Major Program elements are entered on the Accounting line of an AFIS expenditure document, the appropriate Funding Profile is inferred on the Posting line of the document based on the entry in the funding profile inference page.

Each funding profile inference page contains a Reimb Eligible field to identify whether the funding profile entered on that page is eligible or ineligible for reimbursement.

If an Accounting line on an AFIS document contains a Chart of Accounts element that is eligible for reimbursement, then the eligible Funding Profile is inferred. When this inference occurs, the drawdown request generated by the automated reimbursement process will include the transaction.

If an Accounting line on an AFIS document contains a Chart of Accounts element that is ineligible for reimbursement, then the ineligible Funding Profile is inferred. When this inference occurs, the drawdown request generated by the automated reimbursement process will not include the transaction. Funding profile inference pages are covered in detail in the next topic.



Link Between Funding Profile and Major Program

The value selected in the Split Type field, on the General Options component of the Major Program page, tells the system whether a funding profile should be set up for the Major Program.

If the Split Type value is Front End Split (FES), then the Funding Profile attribute must be utilized and will be required for agency to have a reimbursement budget established (39 or 40).

If the Split Type is No Automated Splits – Manual, then the Funding Profile may be used to capture funding information; however, the automated reimbursement process is not used for the Major Program.

If the Split Type is No Automated Splits – No Bill, then the Funding Profile attribute cannot be utilized for the Major Program.

Funding Profile (FPRFLST)

The Funding Profile Summary consists of the General Information and Reimbursement Options components.

Funding Profile

General Information Tab



AFIS

Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile**
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Profile Total Lines: 2 Funding Profile:

Department	Major Program	
100	100MP	100
100	100MP	100INEL

From 1 to 2 Total: 2

First Previous

General Information Reimbursement Options

Department: 100

Major Program: 100MP

* Funding Profile: 100

* Funding Profile Name: 100 access and visitation

Effective From:

Effective To:

- **Department** - Select the Department from the pick list.
- **Major Program** - Select an existing Major Program from the pick list.
- **Funding Profile and Funding Profile Name** - Enter a new Funding Profile Code and Name.
- **Effective From and Effective To** - These fields are optional, refer to department procedure. If an Effective From date is entered, it must be greater than or equal to Effective From entered on the Major Program component.

Funding Profile

Reimbursement
Options Tab



Welcome, Instructor 1 | Procurement

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft

Document Navigator [X]

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile**
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Profile Total Lines: 2 Funding I

Department	Major Program	
100	100MP	100
100	100MP	100IN

From 1 to 2 Total: 2 [First]

General Information **Reimbursement Options**

Reimb Eligible: ☒

Reimb Status: Allowed for Reimbursement ▼

Overflow Exclusion: ☐

CMIA Interest: ☐

The Reimb Eligible check box on the Funding Profile Summary page, Reimbursement Options component, designates the Funding Profile as either eligible or ineligible for reimbursement.

The Overflow Exclusion check box determines if all Posting lines that infer this funding profile are eligible for Automatic Overflow as part of the Reclassification Process. If this flag is selected, then Posting lines that infer this funding profile cannot be reclassified for overflow purposes. See the Appendix, Reclassification Process, for additional information.

The **CMIA Interest** check box (CMIA is the Cash Management Improvement Act) indicates whether or not expenditures/charges that are allocated to this funding profile are eligible for interest charges under the Cash Management Improvement Act.

Note: The structures are not calculating interest. No agencies are utilizing this function



Funding Priority

Each Funding Profile has at least one Funding Priority.

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority**
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Priority Total Lines: 1 Funding f

Department	Major Program	F
100	100MP	100

From 1 to 1 Total: 1 First

General Information Reimbursement Options

Department: 100
 Major Program: 100MP
 Funding Profile: 100
 Funding Priority:
 Advance Construction: ☐

The Funding Priority defines the billing ceilings and billing sequence of funding agreements. If there is more than one funding agreement for the same project or grant, the funding priority identifies which funding agreement is used first to fund project or grant expenditures. This priority assignment is based upon the numeric value manually assigned in the Funding Priority field. **It is considered best practice to number Funding Priorities by 10s (for example, 10, 20, 30, 40),** in order to allow later insertion of a new Funding Priority in the proper sequence. For example, sequential Funding Priorities can be established to support the FHWA funding model; whereby one pot of money (designated by Federal Appropriation) must be spent before another. **99 is the overflow priority.**

A maximum of 100 Funding Priorities can be established for a Funding Profile.



Funding Priority

General
Information
Tab

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority**
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Priority Total Lines: 1 Funding f

Department	Major Program	F
100	100MP	100

From 1 to 1 Total: 1 First

General Information Reimbursement Options

Department: 100
Major Program: 100MP
Funding Profile: 100
Funding Priority:
Advance Construction: ☐

- **Department, Major Program, and Funding Profile** - These fields are inferred from the Funding Profile
- **Funding Priority** - Enter a number to identify the Funding Priority. More than one Funding Priority can be associated to the Funding Profile on the CAS document. Remember best practice is to start with 10 as the first priority and work down in increments of 10 as necessary.

Funding Priority

Reimbursement
Options Tab

Welcome, Training 1 | Procurement

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority**
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Priority Total Lines: 1 Funding Prio

Department	Major Program	Func
100	100MP	100

From 1 to 1 Total: 1 First P

General Information **Reimbursement Options**

Reimb Status:

Overflow Priority: ☐

Reimb Eligible: ☒

Overflow Exclusion: ☐

Total Fund Line %: 100.00%



- **Reimb Status** - Select Allowed for Reimbursement for all projects and grants. If processing of the automated drawdown request should be suspended for any reason, select Suspended for Reimbursement.
- **Overflow Priority** - Check this check box if the Funding Priority is the Overflow Funding Priority. An Overflow Funding Priority must be established if expenditures exceeding the project or grant budget are to be allowed. It is considered best practice to number the Overflow Funding Priority 99 to ensure that it is always the last priority available.
- **Reimb Eligible** - Check this check box for eligible Funding Priorities. Uncheck this check box for ineligible Funding Priorities.
- **Overflow Exclusion** - This check box determines if all Posting lines that infer this funding profile are eligible for Automatic Overflow as part of the Reclassification Process. If this flag is selected, then Posting lines that infer this funding profile cannot be reclassified for overflow purposes. See the Appendix, Reclassification Process, for additional information.
- **Total Fund Line %** - This field is system-generated and displays the total reimbursement percentage for all funding lines in this Funding Priority. The total reimbursement percentage for a Funding Priority must equal 100%. This field is updated whenever a new funding line is added or there is a change in the reimbursement percentage for any funding line.

Funding Line

The screenshot displays the AFIS Cost Accounting Setup (CAS) interface. The top navigation bar includes the AFIS logo, a welcome message for 'Instructor 1', and system details: Dept: 100, ID: 201500000042, Ver.: 1, Function: New, Phase: Draft. A 'Document Navigator' on the left lists various menu items, with 'Funding Line' currently selected. The main content area is titled 'Funding Line' and shows 'Total Lines: 2'. It contains a table with the following data:

Department	Major Program	Funding Profile	Funding Priority	Funding Line
100	100MP	100	10	1
100	100MP	100	10	2

Below the table, it indicates 'From 1 to 2 Total: 2'. The 'General Information' tab is active, displaying the following details:

- Department: 100
- Major Program: 100MP
- Funding Profile: 100
- * Funding Priority: 10
- Funding Line: 1

Each Funding Priority has at least one Funding Line. The Funding Line indicates the funding sources and specifies the funding source percentage. The Funding Line contains the detailed information presented in the funding agreement.



For projects or grants with multiple and concurrent funding sources, the automated splitting of expenditures (Funding Split), is determined by the percentages entered on the Funding Lines. Within a Funding Priority the funding line percentages must total 100%.

The Funding Line is a hierarchical child of the Funding Priority; therefore, the appropriate Funding Priority must be selected prior to navigating to the Funding Line. The Funding Line consists of the General Information, Reimbursement Options, Reimbursement, Front-End Split, and Funding Identification components.

Funding Line

General
Information
Tab

The screenshot displays the AFIS Cost Accounting Setup(CAS) interface. The top navigation bar includes 'Welcome, Instructor 1' and 'Procurement'. Below this, a status bar shows 'Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft'. The left sidebar, titled 'Document Navigator', lists various menu items: Header, Major Program, Program, Program Phase, Program Period, Funding Profile, Funding Priority, **Funding Line** (highlighted), Internal Buyer Funding Line, Funding Profile Inference, Budget, and Created Documents. The main content area is titled 'Funding Line' and shows 'Total Lines: 2'. It contains a table with the following data:

Department	Major Program	Funding Profile	Funding Priority	Funding Line
100	100MP	100	10	1
100	100MP	100	10	2

Below the table, it indicates 'From 1 to 2 Total: 2'. The 'General Information' tab is selected, showing the following details:

- Department: 100
- Major Program: 100MP
- Funding Profile: 100
- * Funding Priority: 10
- Funding Line: 1

All fields in the General Information component are inferred from the Funding Priority, except for Funding Line Number, which is sequentially assigned by AFIS.

In the Funding Line section, the user selects the Insert New Line button to create a new blank line.



Funding Line

Reimbursement Options Tab

The screenshot shows the AFIS Cost Accounting Setup(CAS) interface. The top navigation bar includes 'Welcome, Instructor 1', 'Procurement', 'Budgeting', and 'Modif'. The main header displays 'Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft'. The left sidebar contains a 'Document Navigator' with options like Header, Major Program, Program, Program Phase, Program Period, Funding Priority, Funding Line (selected), Internal Buyer Funding Line, Funding Profile Inference, Budget, and Created Documents. The main content area shows a 'Funding Line' table with columns: Department, Major Program, Funding Profile, Funding Priority, Funding Line, and F. The table has two rows: (100, 100MP, 100, 10, 1) and (100, 100MP, 100, 10, 2). Below the table is a 'From 1 to 2 Total: 2' summary. The 'Reimbursement Options' tab is active, showing fields for Unit (ALL), Customer ID (FEDAGCY00006), Customer Name (Department of Defense), Internal Customer (checkbox), Customer Type (Federal (CMIA)), Billing Profile (COST), Billing Profile Type (Cost Accounting Billing), Reimb Output Type (Generate Receivables Only), and Reimb Frequency (Daily).

Department	Major Program	Funding Profile	Funding Priority	Funding Line	F
100	100MP	100	10	1	
100	100MP	100	10	2	

From 1 to 2 Total: 2

General Information | **Reimbursement Options** | Reimbursement | Front-End Split

Unit: ALL

Customer ID: FEDAGCY00006

Customer Name: Department of Defense

Internal Customer: ☐

Customer Type: Federal (CMIA)

Billing Profile: COST

Billing Profile Type: Cost Accounting Billing

Reimb Output Type: Generate Receivables Only

Reimb Frequency: Daily

The **Reimbursement Options** component identifies the funding source and the important details related to the funding agreement. Key fields include:

- **Unit** - For eligible funding lines, enter **All**. This Unit must match the unit information on the CACT table for the department, billing profile, and VCUST record. For ineligible funding lines, leave this field blank.
- **Customer ID** - Select the code for the funding source from the Vendor Customer (VCUST) page.
 - For the external funding line, select the Federal agency or third party entity providing the project or grant funding.
 - For the State match funding line, select the VCUST code for the department that will be populated as the 2nd party on the Internal Exchange Transaction (IET) document.
 - For ineligible funding lines, leave this field blank.
- **Billing Profile** - Identifies billing instructions for the funding source. For eligible funding lines, normally this will be COST. For ineligible funding lines, leave this field blank
- **Reimb Output Type** - Identifies the documents generated by the automated reimbursement process. Refer to State or department procedure for the proper entries for each Funding Line. The options are:



- **Generate Receivables Only** - Select if AFIS should generate the Cost Accounting Receivable (CARE) document only. Used for external entities for drawing down funds.
- **Generate Receivables and Cash Receipts** - Select if AFIS should generate both the Cost Accounting Receivable (CARE) and the Cost Accounting Cash Receipt (CACR) documents. Used for external entities.
- **None** - Select if documents will not be generated by AFIS and for ineligible funding lines.
- **Reimbursement Frequency** - Determines the **frequency of reimbursement** for expenditures charged to this funding line. Options are as follows. Refer to department procedure for the proper selection. For ineligible funding lines, select None.
 - N/A - See Billing Profile
 - None
 - Daily
 - Weekly
 - Semi-monthly
 - Monthly
 - Biweekly
 - Quarterly
 - Semi-annual
 - Annual
 - One-time
 - Date Range
- **Reimb Status** - Select Allowed for Reimbursement for all projects and grants. If processing of the automated drawdown request should be suspended for any reason, select Suspended for Reimbursement.
- **Reimb %** - Enter the % of funding from this funding source. The percentage should be entered as a whole number (for example, enter 50 not .50 if the funding source is reimbursing 50%).

Note: The sum of all Funding Lines for each Funding Priority must equal 100% before the Funding Profile can be used on an accounting transaction.

- **Max Reimb Amt** - This field is optional and is used to enter the maximum amount that can be reimbursed for any funding line on any given run of the automated reimbursement process.

Note: This is not the total agreed-upon reimbursement. That amount is recorded on the Reimbursement Budget line.



- **CMIA Method** - An entry is required if the Customer Type indicates a CMIA agreement. The Customer Type is established on the Vendor Customer page in the Accounts Receivable component.

Funding Line

Reimbursement Tab

AFIS Welcome, Instructor 1

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Priority
- Funding Line**
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Line Total Lines: 2 Funding Line: 1

Department	Major Program	Funding Profile	Funding Priority	Funding Line
100	100MP	100	10	1
100	100MP	100	10	2

From 1 to 2 Total: 2

General Information Reimbursement Options **Reimbursement** Front-End Split

Fund:

Sub Fund:

Revenue: 4211

Sub Revenue:

Unit:

Sub Unit:

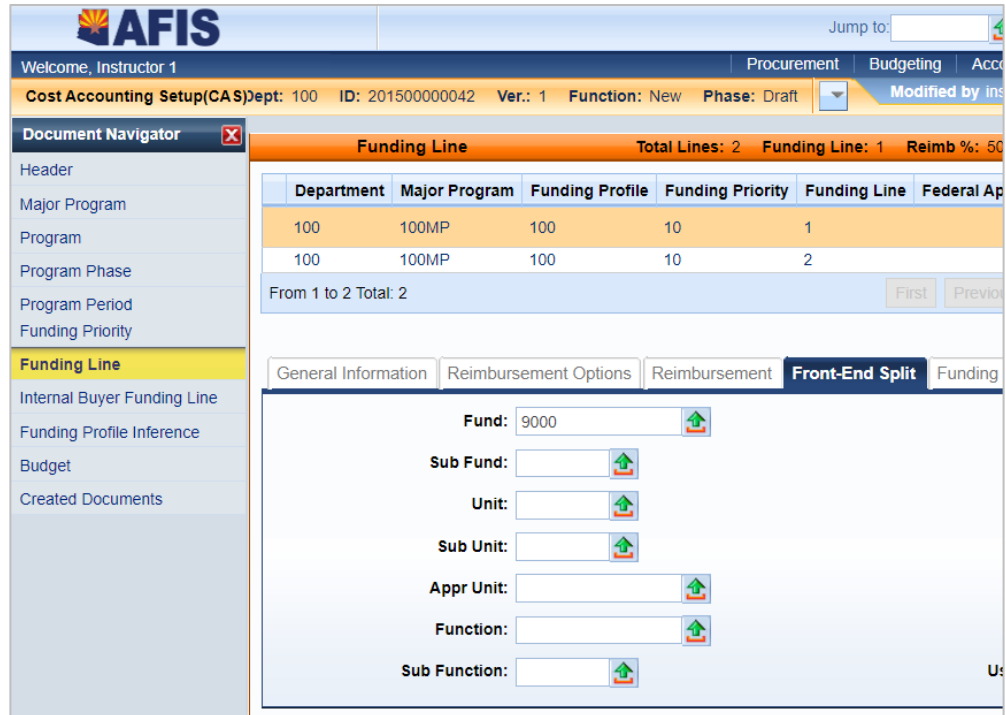
Appr Unit:

The values entered in the Reimbursement component are used to populate the Chart of Accounts fields on the **Cost Accounting Receivable (CARE)** documents generated by the automated reimbursement process. When a field is blank in this component, then the **CARE** will inherit the value that was on the corresponding field on the Accounting line of the source expenditure document. If a value is entered in one or more fields in the Reimbursement component, then those values will be populated in the corresponding fields on the RE document that is generated by the automated reimbursement process.

Generally, the Revenue field is populated for all Funding Lines. Other fields are populated according to department procedure.

Funding Line

Front-End Split Tab



The screenshot displays the AFIS (Arizona Financial Information System) interface for the 'Front-End Split' tab. The top navigation bar includes 'Welcome, Instructor 1' and tabs for 'Procurement', 'Budgeting', and 'Accounting'. Below this, a header section shows 'Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft' and a 'Modified by ins' dropdown. A 'Document Navigator' on the left lists various document types, with 'Funding Line' currently selected. The main content area is titled 'Funding Line' and shows a table with two lines of funding data. Below the table, there are tabs for 'General Information', 'Reimbursement Options', 'Reimbursement', 'Front-End Split' (which is active), and 'Funding'. The 'Front-End Split' tab contains several input fields for funding details, each with an up/down arrow icon for selection.

Department	Major Program	Funding Profile	Funding Priority	Funding Line	Federal Ap
100	100MP	100	10	1	
100	100MP	100	10	2	

From 1 to 2 Total: 2

General Information | Reimbursement Options | Reimbursement | **Front-End Split** | Funding

Fund: 9000

Sub Fund:

Unit:

Sub Unit:

Appr Unit:

Function:

Sub Function:

The **Front-End Split** component is utilized when the Chart of Accounts elements entered on the Accounting line must be overwritten on the Posting Line during the Front End Split process. The fields most commonly populated are Fund and Appropriation Unit, but all fields are optional. Refer to department procedure.



Funding Line

Funding Identification Tab

AFIS Welcome, Instructor 1 | Procurement | Budgeting | Accounts Receivable

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by instructor1, 06/01/20

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Priority
- Funding Line**
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Line Total Lines: 2 Funding Line: 1 Reimb %: 50.00

Department	Major Program	Funding Profile	Funding Priority	Funding Line	Federal Appropriation No
100	100MP	100	10	1	
100	100MP	100	10	2	

From 1 to 2 Total: 2 [First] [Previous] [Next] [Last]

General Information | Reimbursement Options | Reimbursement | Front-End Split | **Funding Identification**

Grant ID: [Up Arrow] [Down Arrow]

Grant ID Name: SEFA Description

Federal Catalog Agency: [Up Arrow] [Down Arrow]

Federal Catalog Prefix:

Federal Catalog Suffix: [Up Arrow] [Down Arrow]

Federal Agency Name:

Federal Appropriation No: [Up Arrow] [Down Arrow]

Funding Allocation ID: [Up Arrow] [Down Arrow]

Other Funding Source
Common Accounting
External Account
Letter of Credit
Construction Budget

Note: Select the Grant ID from the pick list if a grant award is associated at the Funding Line level. Keep in mind the Grant ID may only be input at one level of the Cost Accounting Structure

Normally, funding identification information is entered on the Program Period record for a Major Program. However, this information may be entered on the Funding Line when there are multiple CFDA or SEFA numbers for a Major Program within an individual Program Period. In this case, the selection from the drop down list in the Federal Appropriation Setup field on the Major Program record will be Funding Line. Fields in the Funding Identification component on the Funding Line are completed in the same manner as described for the Program Period.

Establish Funding Profile Inference Rules

The Funding Profile is not manually entered on the expenditure document Accounting line. Instead, it is inferred on the Posting line of the expenditure document, based on the Cost Accounting Chart of Accounts elements entered on the Fund Accounting and Detail Accounting tabs of the Accounting line. The inferences are established on a series of Funding Profile Inference pages.

Very important section to understand since funding profile information cannot be manually entered on a given transaction. Make sure you understand this is how you get the correct information into the document.



Funding Profile Inference Pages

The **Funding Profile Inference (FPI)** pages establish the rules for inferring a Funding Profile, based on the Chart of Accounts elements entered on accounting and procurement documents. This simplifies data entry for project and grant accounting transactions. If a Program code associated with a front-end split Major Program is entered on a document Accounting line, an entry must be present on one of the Funding Profile Inference pages. Otherwise, an error is generated.

There are multiple Funding Profile Inference pages. Each page is distinguished based on the combination of Chart of Accounts (COA) elements contained on the page. The inference logic searches through the FPI pages in a defined sequence, looking for a match to the COA elements entered on the Accounting line of the transaction document. When a match is found, it infers the associated Funding Profile from the entry on that page and does not search the remaining FPI pages. The sequence and combination of COA elements for the FPI pages are listed below:

Note: Funding Profile Inferences are listed in the order the system goes and looks for the information, not in numerical order that shows in AFIS.

FPI page sequence	Department	Major Program	Program	Program Period	Phase	Activity	Object	Appropriation Unit	Task	Location	Funding Profile	Fiscal Year	Reimb Eligible
FPI1	x	x	x	x	x	x	x				x	x	x
PFPI	x	x	x		x	x					x		x
FPIO	x	x	x	x			x				x	x	x
FPI2	x	x		x							x		x
FPI3	x	x		x		x					x	x	x
FPPPPPPR	x	x	x	x				x			x		x
FPI4	x	x	x	x							x		x
FPI5	x	x	x								x		x
FPI6	x	x	x						x		x		x
FPIAL	x	x	x			x				x	x	x	x
GFPI	x	x	x								x		x

*there are only two options: ineligible and eligible

Attempting to enter the same COA combinations will result in an error and the record will not be saved to the page. There cannot be conflicting entries on an FPI page. Here is an example of a conflicting entry for FPI3:

FPI3	Department	Major Program	Program Period	Activity	Funding Profile	Fiscal Year	Reimb Eligible
Entry 1	ADA	MJP1	2020	1234	Profile-1	2020	Eligible
Entry 2	ADA	MJP1	2020	1234	Profile-2	2020	Eligible

The reason this is a conflicting entry is due to the different funding profiles referencing the same combinations of COA. The system will not know which profile to infer. If the program period, activity and/or fiscal year were different the this entry would save to the page successfully.

At a minimum, there should be one COA that is different. The same funding profile can be used multiple times on a table if there is a need for it. Here is an example of a valid entry for FPI3 using the same funding profile:



FPI3	Department	Major Program	Program Period	Activity	Funding Profile	Fiscal Year	Reimb Eligible
Entry 1	ADA	MJP1	2020	1234	Profile-1	2020	Eligible
Entry 2	ADA	MJP1	2020	5678	Profile-1	2020	Eligible

Although there are similar COA combinations, the different activity codes make this a valid entry on the page. Multiple pages can be used to infer transactions based on the needs of the agency. The sequence order of the FPI pages need to be considered when using multiple tables that share some COA elements.



Cost Accounting Setup Document

Section Objectives

This section will review:

- Create a Cost Accounting Setup (CAS) document to create a new cost structure and new budget lines for the Grant Award you have received
- Attach the Grant Award to the Cost Accounting structure at the Program Period level
- View the BGPDE and BGPDR documents created from the CAS document
- Create and view an entry on the Funding Profile Inference 5 (FPI5) page for eligible expenditures and ineligible expenditures on the CAS document
- View the budget lines created by the BDPDR and BGPDE documents
- View the Funding Profile Inference 5 created

Section Overview

The Cost Accounting Setup (CAS) document is used to establish a new project or grant in AFIS the CAS document is used to:

- Create some but not all of the Chart of Accounts elements used for Cost Accounting
- Add new Programs, Program Periods, and Funding Profiles
- Attach a file to the Program Period level
- Create an inference on the Funding Profile Inference pages
- Create a budget document for the new project or grant
- The CAS document **cannot be used to:**
 - Modify entries on an existing record on any of the Major Program pages
 - Create new entries on the Phase page

Overview of the Cost Accounting Setup (CAS) Document

A CAS document is used to create most, but not all elements of a cost structure that define a project or grant. A CAS document is used to create project and grant elements because the document can be routed for review and approval through workflow, it provides an audit trail of who created the new elements and when they were created, and allows supporting electronic files to be attached to the document.

A CAS document creates new records on the following reference pages.

- Major Program
- Program
- Program Phase
- Program Period

- Funding Profile, Funding Priority, Funding Line, and Funding Profile Inference (for grants and projects using the automated reimbursement or front end split process)
- Program Expense budget
- Reimbursable Grant budget

Changes to existing Major Program, Program, Program Period, Program Phase, and Funding Profile records must be made using the Cost Accounting Modification (CAM) document. The CAM document is discussed in the next lesson.

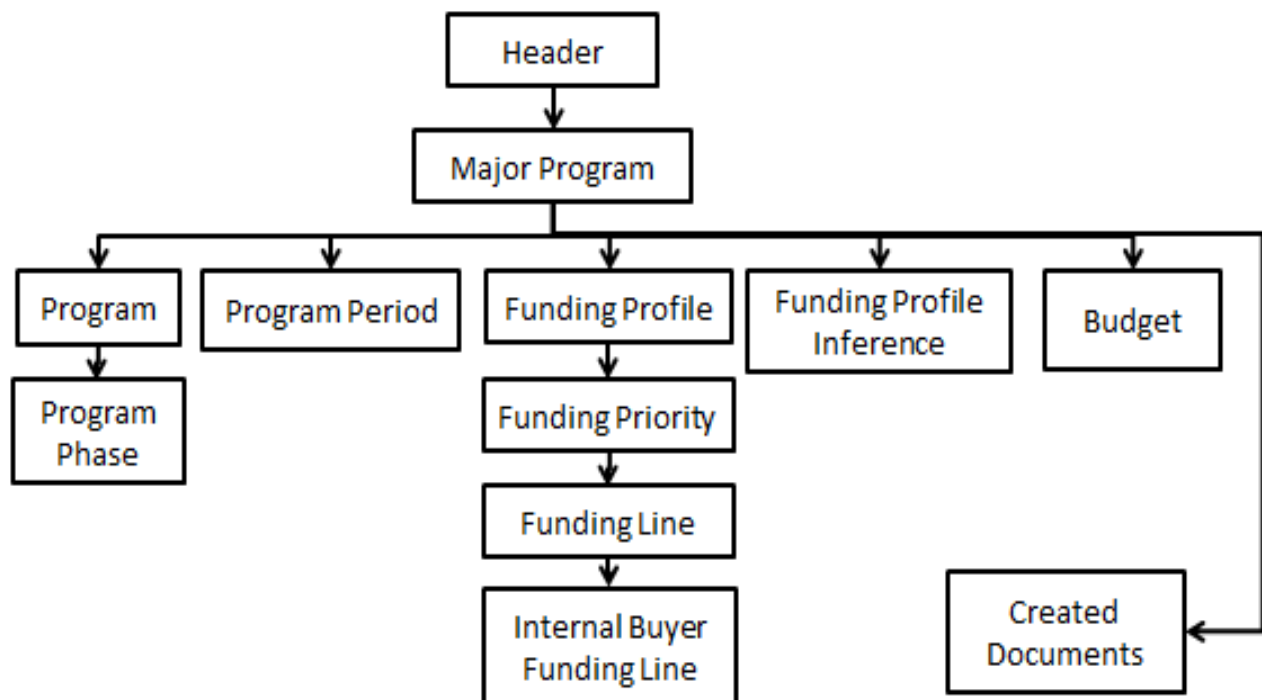
The CAS document can be used to associate Phases to new or existing Programs, but cannot be used to create new Phases. Any new Phases to be referenced on the CAS document must be established by the department on the Phase (PHASE) page in advance.

The CAS document creates BGPHE, BGPDE, BGPDR, and BGPHR documents, in Pending Phase, as appropriate for the Major Program identified. The budget line may be either for a new Program created on that same CAS document or for an existing Program within that cost structure.

CAS Document Components

Documents in AFIS are made up of various components (sometimes referred to as ‘sections’). CAS documents contain 12 components. The figure below illustrates the relationship between these components.

Cost Accounting Setup Document Component Relationships





The components of a CAS document are:

- **Header** - Stores values that apply to the entire document. The header should be used to inform any approver of the document of all goals to be accomplished by the document. There is also a Submit Budget Document checkbox, which allows agencies to create budget documents and have them created into a pending status. If the checkbox is unchecked, then the budget document will still be created but sent to a draft status.
- **Major Program** - Creates or identifies the Major Program that defines the grant or project and sets global characteristics for all Programs defined within the Major Program.
- **Program** - Creates the breakdown of the Major Program based on budgeting, reporting, and/or Chart of Accounts inference requirements.
- **Program Phase** - Associates a Phase to a specific Program. The phase must have been previously established on the phase table before it is allowed to be associated to a CAS document.
- **Program Period** - Establishes award periods under the Major Program. Program Periods may be used to separate various years of the same project or grant within a single Major Program.
- **Funding Profile** - Creates a high-level code that captures the billing characteristics of an expenditure. Identifies the funding relationships within a Major Program. Funding profiles only pertain to agencies using the front-end split feature of the Cost Accounting module, this is determined in the Major Program level.
- **Funding Priority** - Identifies the stages of billing for a Funding Profile. Funding Priorities may start as high as 1 and go as low as 99. The higher the priority the sooner the billing will be associated to it. It is recommended that the first priority be 10 so that if there becomes a need for a higher priority the agency can make the necessary adjustment. After 10 agencies should use intervals of 10 so that again any adjustments can be made. **The 99 priority should be used as an overflow priority (catch-all bucket) in the event a priority is unexpectedly exceeded.**
- **Funding Line** - Identifies the billing information related to a specific funding source within a Funding Profile and Funding Priority. Funding lines must always equal 100% under a given priority. In this section agencies can identify how the billing should be done and where it should post to.
- **Funding Profile Inference** - Defines inference rules for the Funding Profile. The FPI tables all contain various chart of account elements that differ based on the inference table the agency wishes to utilize.
- **Budget** - Creates program and reimbursement budget documents based on the budget document code and Chart of Accounts elements entered in this component. **Budget Structures are listed in the Appendix on page 139.**
- **Created Documents** - Displays the document information related to the budget documents that are created as a result of the CAS document being processed to either draft or pending Phase.



Reviewing a grant agreement


Section Objectives

This section will review:

- Identify whether the grant agreement is a state or federal grant
 - CFDA number is biggest indication a grant is federally funded
- How to determine which level of the cost structure the Grant ID should be placed
- Understand the difference between state and federal grants and how they are tracked in AFIS
- Understand the needs of the grant you have received for cost structure setup

[Example: Grant Award Letter for Scenario
(shown on next page)]





ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Grants Management 330 C Street, S.W. Washington, DC 20201

December 28, 2018

Director
Arizona Department of Economic Security
1789 West Jefferson Street
Site Code 838Z
PHOENIX, ARIZONA 85007

**Re: Notice of Grant Award
State Access and Visitation Program
FY 2019**

Dear Grantee:

The following award is the allocated amount for the fiscal year indicated for the State Access and Visitation Program in accordance with Section 469B of the Social Security Act.

Award Amount:	\$181,985.00
Project Period:	10-01-2018 - 09-30-2020

Catalog of Federal Domestic Assistance (CFDA) Program Number	Entity Identification Number (EIN)	Appropriation Number	Common Accounting Number (CAN)	Grant Document Number (GDN)
93.597	1866004791E8	75-X-1501	2019,G9919AV,ACF	1901AZSAVP

These funds must be obligated **no later than 09-30-2020** and liquidated **no later than 12-30-2020**. Any funds remaining unobligated or unliquidated by these deadlines will be recouped by this agency.

By accepting this award, the State agrees to use these funds in accordance with the provisions of all applicable Federal laws, regulations, policies and the terms and conditions governing this program and governing the use of Federal funds. Any expenditure found to violate these requirements is subject to disallowance and recoupment by this agency and the imposition of additional interest charges under 45 CFR 30.13 and 30.14.


A copy of the General Terms and Conditions governing mandatory grant programs and additional program-specific requirements for this program are available at <https://www.acf.hhs.gov/grants/terms-and-conditions>.

Specifically, the State agrees to comply with the provisions of Federal regulations (31 CFR 205) that implements the Cash Management Improvement Act by limiting the amount and timing of your requests to draw Federal funds to the minimum amount necessary to meet actual and immediate program needs and requirements. Failure to adhere to funds withdrawal and reporting requirements may result in the unobligated portion of your letter-of-credit to be revoked.

Grant funds are made available through the HHS Payment Management System (PMS). Please direct questions as follows:

- (g) Payments: Division of Payment Management, PO Box 6021, Rockville, Maryland 20852 (<http://www.dpm.psc.gov>) or to the PMS Help Desk at (877) 614-5533.
- (h) Program requirements: Michael Hayes at michael.hayes@acf.hhs.gov or (202) 401- 5651.
- (i) Financial reporting: Michael Bratt at michael.bratt@acf.hhs.gov or (202) 401- 4629.

Sincerely,



Monica Evans
Grants Officer
Division of Mandatory Grants

This is the Grant Award letter we are using in the scenario that follows. We have placed the information here for your reference. Refer back to this page as needed.

Entering a CAS

The Cost Accounting Setup (CAS) document is the method used by departments to create grant/project cost structure, and associated budget lines, in a single document.

Create a CAS Document



Scenario –

Congratulations! The Notification of Award for the State Access and Visitation Program Grant has been received. You will use the CAS document to create a new Major Program, Program, Program Period, Funding Profiles, a program budget document and a reimbursement budget document for the new grant.

Login to **AFIS** Home Page. Navigate to the **Document Catalog** to initiate a CAS document to create the new cost structure, steps:

1. Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. Click **Create**, to switch to Create mode
4. **Code** field, enter **CAS**
5. **Dept** field, enter your agency dept code
6. **Check** the **Auto Numbering** check box
7. Click **Create**. The CAS opens on Header component



[NAVIGATION TIPS]

To navigate within a document, you can either click the component name at the bottom of the document, or use the Document Navigator panel. In this training, you will use the Navigator.

If necessary, click the Open Document Navigator icon (small arrow on left side) to switch to Document Navigator mode.

If necessary, click the on the minimize/restore icon (in the upper right corner of the document window) to show the component names.]

Header

General Information Tab

When the CAS document is created a new Document ID is generated.

Notice that the document is shown as:

Ver: 1, Function: New, Phase: Draft (located on the orange menu bar)

1. Complete the **General Information tab** on the **Header component** of the CAS In the **Document Description** field, enter the reason for the creation of this CAS document

*The **Record Date**, **Fiscal Year**, and **Period** fields will be auto populated when you validate the CAS document. Fiscal Year and Period are not relevant on a CAS or CAM document.



Major Program

General Information Tab

Complete the **General Information** tab in the **Major Program** component of the CAS to create a new Major Program, steps:

The screenshot shows the 'Major Program' form in the 'General Information' tab. The form is titled 'Major Program' and 'Department: 100 Major Program: 100MP'. The 'General Information' tab is selected, showing fields for Department, Major Program, Name, Active, Effective From, Effective To, Reimb Status, and Reimb Exclusion. The 'Document Navigator' on the left shows the 'Major Program' tab selected.

Document Navigator, click **Major Program**, **Department** field, enter your agency dept. code.

1. **Major Program** field enter, **XXXMP** where XXX represents the department
2. **Name** field, enter **XXX State Access and Visitation Program** where XXX is the Department
3. **Short Name** field, enter **XXX Acc and Vis** where the XXX represents the department
4. **Reimb Status** field, Select **Allowed for Reimbursement** from the dropdown menu.

When using Front-end split for the reimbursement cycle to generate documents this field must be set to Allowed for Reimbursement.



Major Program

General Options Tab

Complete the **General Options** tab in the **Major Program** component, steps:

Major Program

Department: 100 Major Program: 100MP

Department	Major Program	Name	Active	Effective From	Effective To	Reimb
100	100MP	100 State Access and Visitation Program	Yes			Allowed for Reim

From 1 to 1 Total: 1

General Information | **General Options** | Rollups | Description/Contact | Highway Project | Overhead

Stage Definition: ☐ Reclass Exclusion: ☐

Reimb Budget: 39 REIMBURSABLE GRANT BUDGET Split Type: Front End Split (FES)

Reporting Basis: Accrual Federal Appropriation Setup: Program Period

Drawdown Group: Internal Vendor: Grant ID: Grant ID Name: Streamlined Task Order: Billing: CFDA Validation Required: ☒

1. Click **General Options** tab
2. **Reimb Budget** pick list, select **39 – Reimbursable Grant Budget**
3. **Split Type** drop down list, select **Front End Split (FES)**
4. Check the **CFDA Validation Required** check box

Major Program

Rollups Tab

Complete the **Rollups** tab in the **Major Program** component, steps:

Major Program

Department: 100 Major Program: 100MP

Department	Major Program	Name	Active	E
100	100MP	100 State Access and Visitation Program	Yes	

From 1 to 1 Total: 1

General Information | General Options | **Rollups** | Description/Contact | Highway Project | Overhead

Major Program Class: Major Program Category: 01 Major Program Group: Major Program Type:

1. Click **Rollups** tab
2. **Major Program Category** pick list, select **01**

This section is to help with year-end reporting type 01 means the funding the agency is receiving these funds directly from the federal gov. and will be included for the **SEFA report C083 in INFOADV**



Major Program

Description/ Contact Tab

Review the Description/
Contact tab in the Major Program component. Click the **Description/
Contact** tab

The fields in this tab are for informational purposes to be determined by department procedures

Major Program

Highway Project Tab

Review the Highway Project tab of the Major Program component, by selecting the **Highway Project** tab

For this scenario, the fields in this tab will remain blank; as this cost structure is not related to an FHWA project.

Note: The Highway Project fields can be recorded at the Major Program, Program, or Program Phase levels, depending on the project and on department procedure.

Review the Overhead tab of the Major Program component, then click Validate to check for errors. Click the **Overhead** tab

View the fields available in the Overhead tab. For this activity, these fields will remain blank.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**



Program

General Information Tab

Populate the **General Information** tab of the **Program** component of the CAS, steps:

1. Document Navigator, click **Program**
2. Click **Insert New Line**
3. **Program** field enter **XXXProgram** where the XXX represents the department
Make a note of this Program name for future reference:

- This will be used again in the funding profile inference section and budget, and AFIS will error if the names do not match

4. **Name** field, enter **XXX State Access and Visitation Program** where the XXX represents the department
5. **Short Name** field, enter **XXX Acc and Vis** where the XXX represents the department
6. **Billing Agreement Date** field, click the Show Calendar icon and select **June 1, 2015**

Program

General Options Tab

Review the **General Options** tab of the **Program** component, by selecting the **General Options** tab.



For this scenario, the fields in the Rollups tab will remain blank. On the job, refer to department procedure for the proper entries in this component.

- Review the Description/Contact tab of the Program component. **Click** on the **Description/Contact** tab.
- Review the Highway Project tab of the Program component. **Click** the **Highway Project** tab

For this scenario, the fields in this tab will remain blank; as this cost structure is not related to an FHWA project.

Note: The Highway Project fields can be recorded at the Major Program, Program, or Program Phase levels, depending on the project and on department procedure.

- Review the **Fixed Asset Information** tab of the Program component.
- **Click** the **Fixed Asset Information** tab, for this scenario, the **Fixed Asset Construction Program Level** field will remain blank; since you are establishing a grant, not a construction project.

Review the fields in the Program Dates tab of the Program component. Click **Validate** to check for errors. Click the **Program Dates** tab, for this scenario, the fields in the Program Dates tab will remain blank.

Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**



Review the Program Phase component of the CAS document. On the Document Navigator, by selecting **Program Phase**.

Make note of the fields associated within the Program Phase component on the General Information, Description/Contact, Highway Project, and Fixed Asset Information tabs.

Program Period

General Information Tab

Complete the **General Information** tab of the **Program Period** component, steps:

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period**
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Program Period

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Pe
100	100MP	10015			Allowed for Reimbursement	

From 1 to 1 Total: 1

General Information | General Options | Description/Contact | Funding Identification

Department: 100

Major Program: 100MP

Major Program Name: 100 State Access and Visitation Program

* Program Period: 10015

* Program Period Name: 100 State Access and Visitation

* Short Name: 100 Acc and Vis

* Program Period Inf From: 7/01/2014

* Program Period Inf To: 6/30/2015

Active: ☒

Budgeting: ☒

Reimb Status: Allowed for Reimbursement

1. Document Navigator, click **Program Period**
2. Click **Insert New Line**
3. **Program Period** field, enter **XXX15** where XXX represents the department
 - **Make a note of this Program Period for future reference:**
4. **Program Period Name** field, enter **XXX STATE ACCESS AND VISITATION PROGRAM** where XXX represents the department
5. **Short Name** field, enter **XXX ACC AND VIS**
6. **Program Period Inf From** field, click the Show Calendar icon and select **July 1, 2014**
7. **Program Period Inf To** field, enter **June 30, 2015**

Note: The Program Period Inference To and From date fields typically align with the grantor's fiscal year.



Program Period

General Options Tab

Complete the **General Options** of the **Program Period** component, by selecting the **General Options** tab, steps:

Document Navigator: Header, Major Program, Program, Program Phase, **Program Period**, Funding Profile, Funding Priority, Funding Line, Internal Buyer Funding Line, Funding Profile Inference.

Program Period: Total Lines: 1 Program Period: 10015

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period
100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	

From 1 to 1 Total: 1

General Information | **General Options** | Description/Contact | Funding Identification

Stage Definition: No

Grant ID: GRANT100

Grant ID Name: Grant100

1. Click **Grant ID pick list**
Enter **GRANTXXX** in the Grant ID field, where XXX represents the department
2. Click **Browse** and select the **Grant ID**
3. Review the available fields on the Description/Contact component, by selecting the **Description/Contact** tab.

Program Period

Funding Identification Tab

Complete the **Funding Identification** tab of the **Program Period** component, by selecting the **Funding Identification** tab, steps:

Document Navigator: Header, Major Program, Program, Program Phase, **Program Period**, Funding Profile, Funding Priority, Funding Line, Internal Buyer Funding Line, Funding Profile Inference, Budget, Created Documents.

Program Period: Total Lines: 1 Program Period: 10015

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Se
100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	

From 1 to 1 Total: 1

General Information | General Options | Description/Contact | **Funding Identification**

Federal Catalog Agency: DCAP

Federal Catalog Prefix: 93

Federal Catalog Suffix: 597

Federal Agency Name: DHHS Centers for Disease Control and Prevention

Federal Appropriation No:

SEFA ID:

SEFA Description:

Common Accounting No:

External Account No:

Letter of Credit No:

Construction Budgeting Authority No:

Federal Payment System:

1. **Federal Catalog Agency** pick list, select **DCAP**. The Federal Catalog Prefix field (**93**) will be inferred based on this selection.
2. **Federal Catalog Suffix** field, enter **597**

Click **Validate** to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully**.

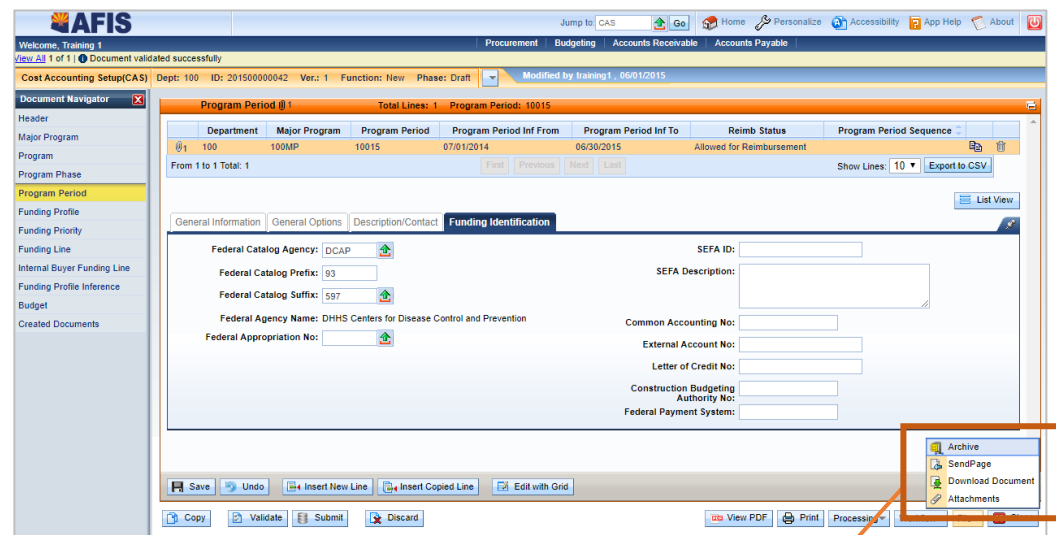


Attachments

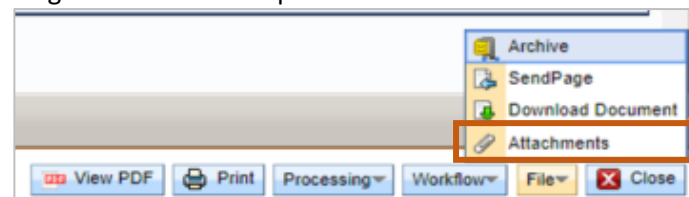
Per **State of Arizona Accounting Manual Topic 70 Section 65, Cost Structures for Grants** "All grant awards for direct or pass-through Federal grants, as well as State grants, must be attached to the cost structure. The Grant agreement should be attached to the cost structure through a CAS/CAM document at the Program Period level."

Follow these **steps to attach an electronic file** to the Program Period component of the CAS/CAM document:


Program Period Attachments



Larger view of menu options:



1. Navigate to the **Program Period level** of the document
2. Click **File** menu in the lower right corner of the CAS
3. Select **Attachments** from the File menu. The Attachments window displays



Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable

311-MA - Financial MA2

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Open Admin

Open Financials

Open HRM

Attachments

File Name	Type	Date	User ID	Primary State
First Prev Next Last				

[Upload](#) [Search](#) [Download](#) [Delete](#) [Restore](#)

File Name : Description :

Type :

Date :

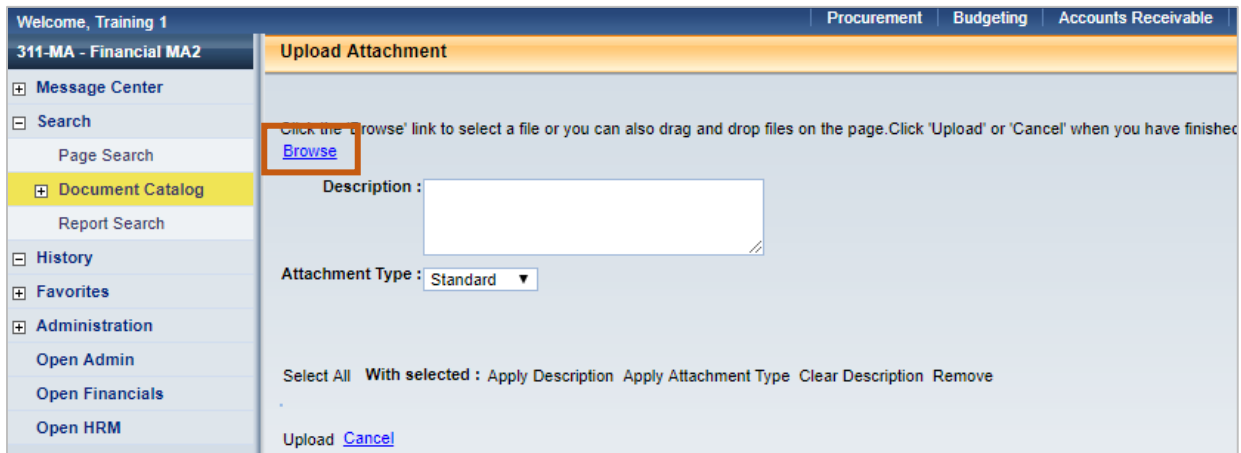
User ID :

Primary State :

[Return to Document](#)

[View Attachment History](#)

4. Click **Upload**



Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable

311-MA - Financial MA2

Message Center

Search

Page Search

Document Catalog

Report Search

History

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Administration

Open Admin

Open Financials

Open HRM

Upload Attachment

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description :

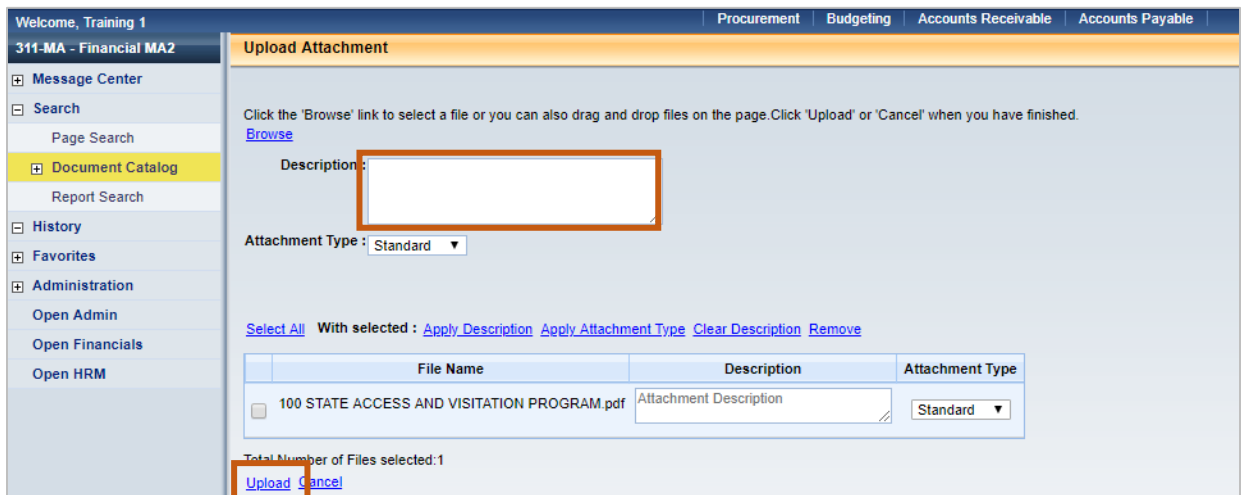
Attachment Type : Standard

Select All With selected : Apply Description Apply Attachment Type Clear Description Remove

Upload [Cancel](#)

5. Click **Browse** to search for the file to be attached

6. Locate and select the file to be attached, then click **Open**. The Upload Attachment page is displayed



Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

311-MA - Financial MA2

Message Center

Search

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Administration

Open Admin

Open Financials

Open HRM

Upload Attachment

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description :

Attachment Type : Standard

Select All With selected : Apply Description Apply Attachment Type Clear Description Remove

	File Name	Description	Attachment Type
<input type="checkbox"/>	100 STATE ACCESS AND VISITATION PROGRAM.pdf	Attachment Description	Standard

Total Number of Files selected: 1

[Upload](#) [Cancel](#)

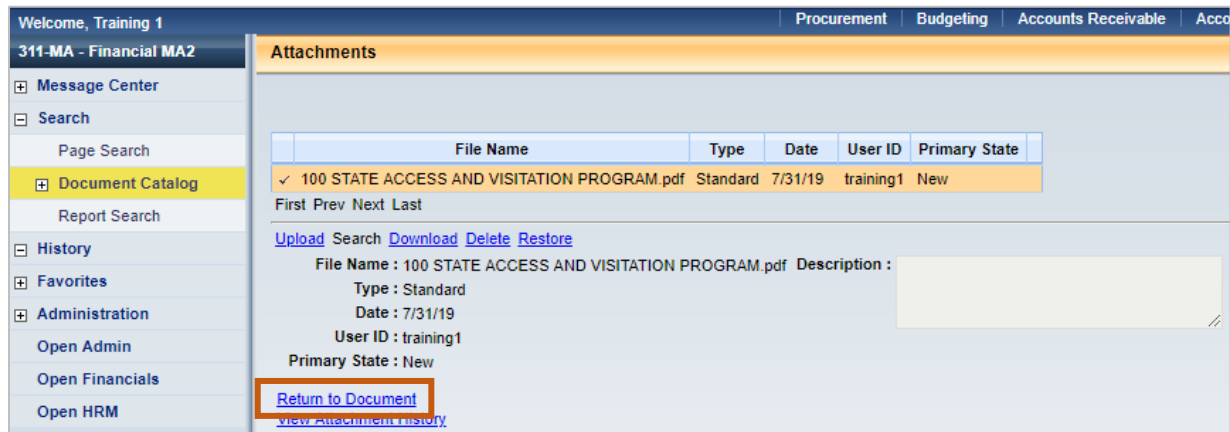
7. In the **Description** field, enter **State Access and Visitation Program**



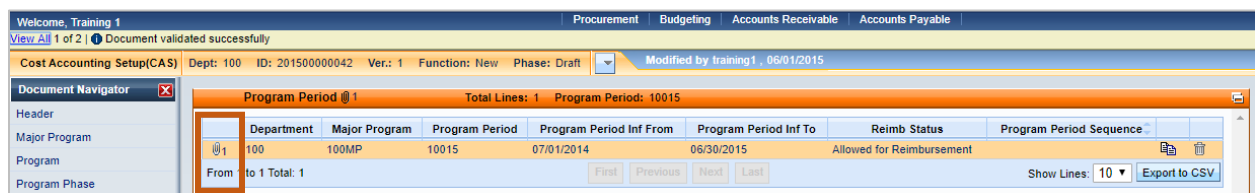
8. Click **Upload**
9. Click **Done**

To view attachments, you would follow the same steps, except choose **View Attachment History** and then click the checkbox next to the document you wish to view and download.

Click **Return to Document** to return to the CAS document



Notice the paperclip icon in the component header and to the left of the line that is selected. A numeral is also displayed to indicate the number of files attached in each location.



When the CAS is submitted to **Final Phase**, a copy of the file will be attached to the new record on the corresponding reference table.

1. You may navigate to the **Program Period reference table** to view the attachment
2. Search for the **new record**
3. Click the **Attachments** link below the grid



The Reference Table Attachments page is displayed and the attachment is shown in the grid.

From this page you may download to **view the attachment**; **delete**; or **view Attachment History**.



AFIS Welcome, Instructor 2

Jump to: PPC

311-MA - Financial MA2

Message Center
Search
History
Favorites
Administration
Open Admin
Open Financials
Open HRM

Reference Table Attachments

File Name	Type	Date	User ID
✓ 100 STATE ACCESS AND VISITATION PROGRAM.pdf	Standard	6/1/15	training1

First Prev Next Last

Upload
Search
Download
Delete

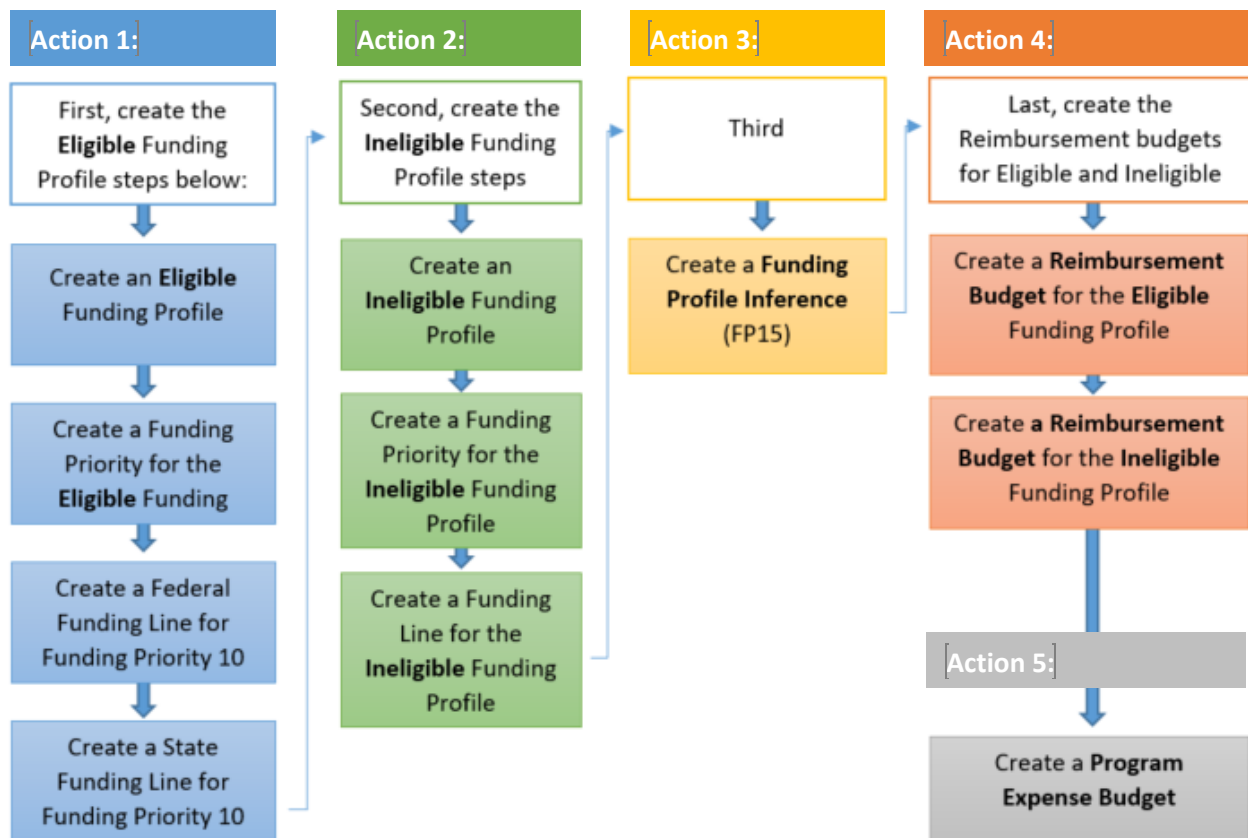
File Name : 100 STATE ACCESS AND VISITATION PROGRAM.pdf Description :
Type : 1
Date : 6/1/15
User ID : training1

Return
View Attachment History

Funding Components

Funding Profiles, Funding Priorities, and Funding Lines discussed earlier in the course.

Here is a visual to understand the next steps:



(The steps that follow are color coded based on this chart for each step).



Action 1:

Create an Eligible Funding Profile for the State Access and Visitation Program Grant

Funding Profile

General Information Tab

1. Document Navigator, click **Funding Profile**
2. Click **Insert New Line**
3. **Funding Profile** field, enter **XXX** where XXX represents the department
4. **Funding Profile Name** field, enter **XXX ACCESS AND VISITATION** where XXX represents the department
5. Click **Save**

Funding Profile

Reimbursement Options Tab

1. Click **Reimbursement Options** tab

Note: The **Reimb Eligible** and **Reimb Status** fields are inferred from the Major Program

The **Overflow Exclusion** and **CMIA Interest** fields are optional and will remain blank for this scenario.

Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**



Create a Funding Priority for the new Funding Profile

Funding Priority

General Information Tab

1. Document Navigator, click **Funding Priority**
2. Click **Insert New Line**
3. **Funding Priority** field, enter **10** - It is recommended to start at 10 and not 1 so you can have the ability to create a priority before 10 if needed.

Funding Priority

Reimbursement Options Tab

Complete the **Reimbursement Options** tab, for the **Funding Priority 10**, steps:

1. Click **Reimbursement Options** tab
2. **Reimb Status** drop down list, select **Allowed for Reimbursement**
3. Check the **Reimb Eligible** check box
4. Click **Save**



Create a Federal Funding Line for the Funding Priority 10

Funding Line

Reimbursement Options Tab

The screenshot shows the 'Funding Line' form in the AFIS system. The 'Reimbursement Options' tab is selected. The form includes the following fields and values:

- Unit:** ALL
- Customer ID:** FEDAGCY00006
- Customer Name:** Department of Defense
- Internal Customer:** ☐
- Customer Type:** Federal (CMIA)
- Billing Profile:** COST
- Billing Profile Type:**
- Reimb Output Type:** Generate Receivables Only
- Reimb Frequency:** Daily
- Reimb Status:** Allowed for Reimbursement
- Reimb %:** 50.00%
- Max Reimb Amt:** \$0.00
- Split Type:** Front End Split (FES)
- CMIA Method:** Average Clearance
- Reimb Eligible:** ☒
- Fiscal Year:** 2015
- Tot Buyer Line %:** 0.00%
- Bank Account Code:**
- Match Type:**

1. Document Navigator, click **Funding Line**
2. Click **Insert New Line**
3. Click **Reimbursement Options** tab
4. **Unit** field, enter **ALL**
5. **Customer ID**, enter **FEDAGCY00006**
6. **Billing Profile** field, enter **COST**
7. **Reimb Output Type** drop down list, select **Generate Receivables Only**
8. **Reimb Frequency** drop down list, select **Daily**
9. **Reimb Status** drop down list, select **Allowed for Reimbursement**
10. **Reimb %** field, enter **50**
11. **CMIA Method** drop down list, select **Average Clearance**
12. Check the **Reimb Eligible** check box
13. Click **Save**



Funding Line

Reimbursement Tab

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line**
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Line Total Lines: 1 Funding Line: Reimb %: 50.00

Department	Major Program	Funding Profile	Funding Priority	Funding Line	Federal Appropriation No	Other Funding Source ID	Reimb %
100	100MP	100	10				50.00

From 1 to 1 Total: 1

General Information | Reimbursement Options | **Reimbursement** | Front-End Split | Funding Identification

Fund: Sub Fund: Revenue: 4211 Sub Revenue: Unit: Sub Unit: Appr Unit: Object: Sub Object: Activity: Sub Activity: Function: Sub Function: Reporting: Sub Reporting: Location: Sub Location: Dept Object: Dept Revenue: Task: Sub Task:

Complete the **Reimbursement** tab for the **Federal Funding Line**, steps:

1. Click **Reimbursement** tab
2. **Revenue** field, select **4211**

The remaining fields are completed based on department procedure.

Funding Line

Front-End Split Tab

Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document validated successfully

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver: 1 Function: New Phase: Draft Modified by training1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line**
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Line Total Lines: 1 Funding Line: Reimb %: 50.00

Department	Major Program	Funding Profile	Funding Priority	Funding Line	Federal Appropriation No	Other Funding Source ID	Reimb %	Tot Buyer Line %	CMIA M
100	100MP	100	10				50.00%	0.00%	Average Clearance

From 1 to 1 Total: 1

General Information | Reimbursement Options | Reimbursement | **Front-End Split** | Funding Identification

Fund: 9000 Sub Fund: Unit: Sub Unit: Appr Unit: Function: Sub Function: Reporting: Sub Reporting: Dept Object: Task: Sub Task: Debt ID:

Use FIFO for Posting Line BFY: ☐

Complete the **Front-End Split** tab for the **Federal Funding Line**, steps:

1. Click **Front-End Split** tab
2. **Fund** field, enter training data

The remaining fields are completed based on department procedure.



Review the **Funding Identification** tab for the Federal Funding Line, by selecting the **Funding Identification** tab.

- The **funding identification fields will remain blank**, since they have been entered at the Program Period level.

Create a State Funding Line for Funding Priority 10

Funding Line

Reimbursement Options Tab

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line**
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Unit:

Customer ID:

Customer Name:

Internal Customer: ☐

Customer Type:

Billing Profile:

Billing Profile Type:

Reimb Output Type:

Reimb Frequency:

Reimb Status:

Reimb %:

Max Reimb Amt:

Split Type:

CMA Method:

Reimb Eligible: ☐

Fiscal Year:

Tot Buyer Line %:

Bank Account Code:

Match Type:

1. **While still on the Funding Line component**, click **Insert New Line**. A second line is displayed in the Funding Line grid.
2. Click **Reimbursement Options** tab
3. From the **Reimb Output Type** drop down list, select **None**
4. From the **Reimb Frequency** drop down list, select **None**
5. **Reimb Status** drop down list, select **Allowed for Reimbursement**
6. **Reimb %** field, enter **50**
7. **Check box for Reimb Eligible**
8. Click **Save**



Funding Line

Front-End Split Tab

The screenshot displays the 'Cost Accounting Setup(CAS)' application interface. The top navigation bar includes tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main window is titled 'Funding Line' and shows a table with columns: Department, Major Program, Funding Profile, Funding Priority, Funding Line, Federal Appropriation No, Other Funding Source ID, Reimb %, and Tot Buyer Lin. The table contains two rows of data. Below the table, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last'. The 'Front-End Split' tab is selected, showing fields for Fund, Sub Fund, Unit, Sub Unit, Appr Unit, Function, Sub Function, Reporting, Sub Reporting, Dept Object, Task, Sub Task, and Debt ID. Each field has a dropdown arrow icon. The 'Fund' field is set to '1000'. The 'Use FIFO for Posting Line BFY' checkbox is unchecked.

Complete the **Front End Split tab** for the **State Funding Line**, by selecting the **Front End Split tab**

1. **Fund** field, select **1000**

***The remaining fields are optional based on Departmental procedures.**

Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**



Action 2:

Create an Ineligible Funding Profile for the State Access and Visitation Program

Funding Profile

General Information Tab

Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Cost Accounting Setup(CAS) | Dept: 100 | ID: 201500000042 | Ver: 1 | Function: New | Phase: Draft | Modified by training1, 6/6/12/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile**
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Profile | Total Lines: 2 | Funding Profile: 100INEL

Department	Major Program	Funding Profile	Funding Profile Name
100	100MP	100	100 ACCESS AND VISITATION
100	100MP	100INEL	100 ACCESS AND VISIT INELIGIBLE

From 1 to 2 Total: 2 | First | Previous | Next | Last

General Information | Reimbursement Options

Department: 100 | Active: ☒

Major Program: 100MP | Budgeting: ☒

* Funding Profile: 100INEL | Description: INELIG FP-ACCESS AND VISIT

* Funding Profile Name: 100 ACCESS AND VISIT INE

Effective From: | Effective To: | Safety: ☐

1. Document Navigator, click **Funding Profile**
2. Click **Insert New Line**
3. Click **General Information** tab
4. **Funding Profile** field, enter **XXXINEL** where XXX represents the department
5. **Funding Profile Name** field, enter **XXX ACCESS AND VISIT INELIGIBLE** where XXX represents the department
6. In the **Description** field, enter **INELIG FP-ACCESS AND VISIT**

Funding Profile

Reimbursement Options Tab

Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document validated successfully

Cost Accounting Setup(CAS) | Dept: 100 | ID: 201500000042 | Ver: 1 | Function: New | Phase: Draft | Modified by training1

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile**
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Profile | Total Lines: 2 | Funding Profile:

Department	Major Program	Funding Profile
100	100MP	100

From 1 to 2 Total: 2 | First | Previous

General Information | **Reimbursement Options**

Reimb Eligible: ☐

Reimb Status: Allowed for Reimbursement ▼

Overflow Exclusion: ☐

CMIA Interest: ☐

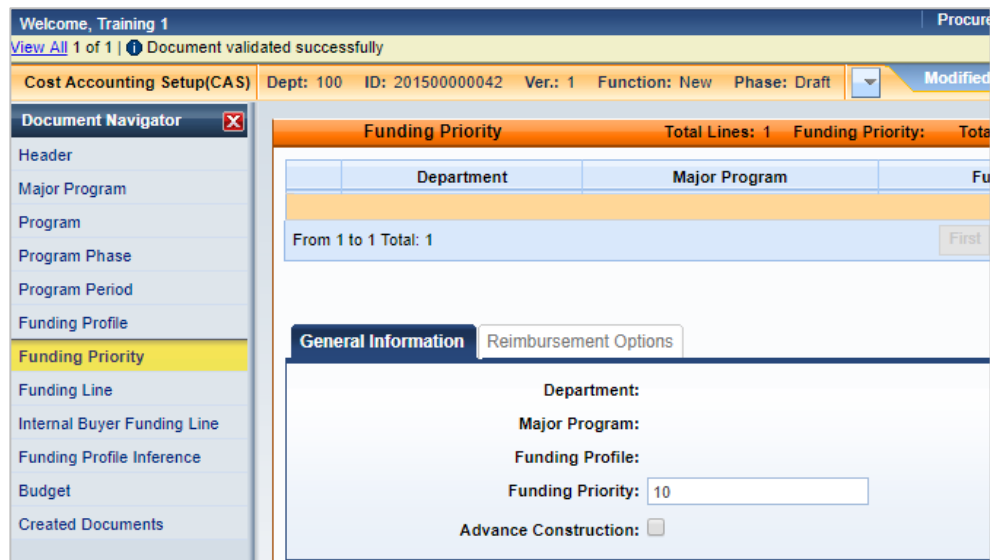
Enter information in the **Reimbursement Options** tab of the **ineligible Funding Profile**.

1. Click **Reimbursement Options** tab
2. **Uncheck** the **Reimb Eligible** check box
3. Click **Save**

Create one **Funding Priority** for the **Ineligible Funding Profile**

Funding Priority

General Information Tab



Welcome, Training 1 | Procure

View All 1 of 1 | Document validated successfully

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority**
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Priority Total Lines: 1 Funding Priority: Total

Department	Major Program	Fu
From 1 to 1 Total: 1		

First

General Information Reimbursement Options

Department:

Major Program:

Funding Profile:

Funding Priority: 10

Advance Construction: ☐

1. Document Navigator, click **Funding Priority**
2. Click **Insert New Line**
3. Click **General Information** tab
4. **Funding Priority** field, enter **10**



Funding Priority

Reimbursement
Options Tab

Welcome, Training 1 | Procurement | Budgeting | Accounts Payable

View All 1 of 1 | Document validated successfully

Cost Accounting Setup(CAS) | Dept: 100 | ID: 201500000042 | Ver.: 1 | Function: New | Phase: Draft | Modified by training1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority**
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Priority | Total Lines: 1 | Funding Priority: 10 | Total Fund Line %: 0.00

Department	Major Program	Funding Profile
100	100MP	100INEL

From 1 to 1 Total: 1 | First | Previous | Next | Last

General Information | **Reimbursement Options**

Reimb Status: Allowed for Reimbursement

Overflow Priority: ☐

Reimb Eligible: ☐

Overflow Exclusion: ☐

Total Fund Line %: 0.00%

1. Click **Reimbursement Options** tab
2. **Reimb Status** drop down list, select **Allowed for Reimbursement**
3. Click **Save**

Create one Funding Line for the Ineligible Funding Profile

Funding Line

Reimbursement
Options Tab

Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document validated successfully

Cost Accounting Setup(CAS) | Dept: 100 | ID: 201500000042 | Ver.: 1 | Function: New | Phase: Draft | Modified by training1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line**
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Line | Total Lines: 1 | Funding Line: Reimb %: 100.00

Department	Major Program	Funding Profile	Funding Priority	Funding Line	Federal Appropriation No	Other Funding Source ID	Reimb %	Tot Buyer Line %	CMIA Meth
100	100MP	100INEL	10				100.00%	0.00%	

From 1 to 1 Total: 1 | First | Previous | Next | Last | Show Lines: 10 | Go to line

General Information | **Reimbursement Options** | Reimbursement | Front-End Split | Funding Identification

Unit:

Customer ID:

Customer Name:

Internal Customer: ☐

Customer Type:

Billing Profile:

Billing Profile Type:

Reimb Output Type: None

Reimb Frequency: None

Reimb Status: Allowed for Reimbursement

Reimb %: 100.00%

Max Reimb Amt: \$0.00

Split Type: Front End Split (FES)

CMIA Method:

Reimb Eligible: ☐

Fiscal Year: 2015

Tot Buyer Line %: 0.00%

Bank Account Code:

Match Type:

Only the **Reimbursement Options** component must be completed for ineligible Funding Profiles.

1. Document Navigator, click **Funding Line**
2. Click **Insert New Line**
3. Click **Reimbursement Options** tab
4. **Reimb Output Type** drop down list, select **None**
5. **Reimb Frequency** drop down list, select **None**



6. **Reimb Status** drop down list, select **Allowed for Reimbursement**
7. **Reimb %** field, enter **100**
8. Click **Save**

Funding Line

Front-End Split Tab

Complete the **Front-End Split tab** for the State Funding Line, by selecting the **Front-End Split tab**.

1. **Fund** field, select **1000**

***The remaining fields are optional based on Department procedures.**

Click **Save** and **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**



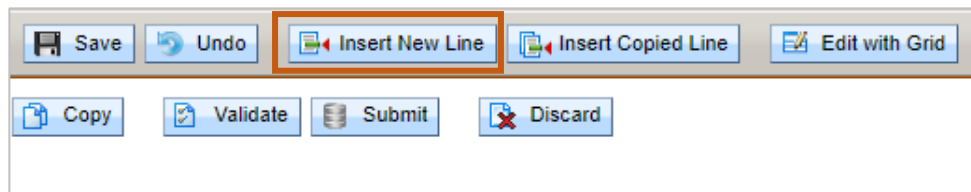
Action 3:

Create a Funding Profile Inference (FPI5) Page

Funding Profile Inference

In the Document Navigator, click **Funding Profile Inference**

Click **Insert New Line** (Leave the default FPI5 in the Funding Profile Inference field and click save.)



1. **Program** field enter the program that was created earlier
XXXPROGRAM
2. **Funding Profile** enter the Funding Profile **XXX**, where **XXX** represents the department
3. **Reimb Eligible** dropdown menu select **Eligible**
4. Click **Save**
5. **Funding Profile Inference grid** click the **Copy Line** icon (*shown in image above*)

Click **Insert New Line** (locate on the menu bar on the bottom of the window)

1. Change the **Funding Profile** on the new line to **XXXINEL**
2. **Reimb Eligible**, select **Ineligible** from the dropdown menu
3. Click **Save**

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by training1_06/01/2015

Funding Profile Inference Total Lines: 2 Funding Profile Inference: FPI5 Program: 100PROGRAM Funding Profile: 100INEL

Funding Profile Inference	Department	Major Program	Program	Phase	Program Period	Funding Profile	Reimb Eligible
FPI5	100	100MP	100PROGRAM		100	100	Eligible
FPI5	100	100MP	100PROGRAM		100	100INEL	Ineligible

From 1 to 2 Total: 2

Funding Profile Inference: FPI5

Department: 100

Major Program: 100MP

Program: 100PROGRAM

Funding Profile: 100INEL

Reimb Eligible: Ineligible

Phase:

Program Period:

Task:

Fiscal Year:

Object:

Activity:

Location:



Action 4:

Create a Reimbursement Budget for the Eligible Funding Profile for the Access and Visitation Grant

Budget

*Reimbursement
Budget for
Eligible Funding
Profile*

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget**
- Created Documents

Budget Total Lines: 1 Budget Doc Code: BGPDR Program: Funding Profile:

Budget Doc Code	Department	Major Program	Program	Program Period	Phase	Funding Profile	Funding Priority
BGPDR							

From 1 to 1 Total: 1

First Previous Next Last Show List

Budget Doc Code: BGPDR

Event Type: BG22

Name: 100 Grant

Start Date:

End Date:

Dollar Amount: 100000

Fiscal Year:

Period:

Department:

Major Program: 100PROGRAM

Program: 100PROGRAM

Program Period: 10015

Phase:

Funding Profile: 100

Funding Priority: 10

FHWA Improvement Type:

1. In the Document Navigator, click **Budget**
2. Click **Insert New Line**
3. **Budget Doc Code** pick list, select **BGPDR**
4. **Event Type** pick list, select **BG22 (Award Reimbursable Budget)**
5. **Name** field, enter **XXX Grant** where **XXX** represents the department
6. **Dollar Amount** field, enter **100,000**
7. **Program** field, enter Program code that you created in this activity **XXXPROGRAM**
8. **Program Period** field, enter the Program Period code that you created in this activity **XXX15**
9. **Funding Profile** field, enter **XXX** where **XXX** represents the department, exactly as you entered it in the Funding Profile component of the CAS document.
10. **Funding Priority** field, enter **10**

Create a Reimbursement Budget for Ineligible Funding Profile for the Access and Visitation Grant



Click **Insert New Line**

1. **Dollar Amount** field, enter **12,000**
2. In the **Funding Profile** field, enter **XXXINEL** where **XXX** represents the **department**, exactly as you entered it in the Funding Profile component of the CAS document.
3. Click **Save**

Action 5:

Create a Program Expense Budget for the AZ Access and Visitation Grant

Budget

*Program
Expense Budget*

1. Click **Insert New Line**
2. **Budget Doc Code** pick list, select **BGPDE (Budget Structure 38)**
3. **Event Type** field, enter **BG01 (Adopt an Expense Budget)**
4. **Name** field, enter **XXX Grant** where **XXX** represents the **department**
5. **Dollar Amount** field, enter **112,000**
6. **Program** field, enter the Program code that you created in this activity **XXXPROGRAM**
7. **Program Period** field, enter the Program Period code that you created in this activity **XXX15**
8. Click **Save**



Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget**
- Created Documents

Budget
Total Lines: 3 Budget Doc Code: BGPDE Program: 100PROGRAM Funding Profile:

Budget Doc Code	Department	Major Program	Program	Program Period	Phase	Funding Profile	Funding Priority	Dollar Amount	
BGPDR	100	100MP	100PROGRAM	10015		100	10	\$100,000.00	
BGPDR	100	100MP	100PROGRAM	10015		100INEL	10	\$12,000.00	
BGPDE	100	100MP	100PROGRAM	10015				\$112,000.00	

From 1 to 3 Total: 3

Show Lines: 10

Budget Doc Code:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Fiscal Year:

Period:

Department: 100

Major Program: 100MP

Program:

Program Period:

Phase:

Funding Profile:

Funding Priority:

FHWA Improvement Type:

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the Validate button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**
2. Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully.**
3. Click **Close**
4. Click **Home** on the Primary Navigation Panel to return to the Home Page



Researching Cost Accounting Documents

This topic reviews the tables that are updated by both Cost Accounting Setup and Modification documents, the created budget document(s), Funding Profile Inference and budget status of the new cost structure.

View the Cost Structure; View and Submit Generated Budget Document

Navigate to each of the reference tables in the cost structure to view the new records created from the CAS. In addition, two budget documents have been generated. View the budget documents by navigating from the Created Documents component of the CAS document to the new budget documents. Finally, navigate to a budget inquiry page to view the budget status of the new grant.

Major Program Reference Table

When submitted to Final Phase, the CAS/CAM document updates all of the reference tables represented by the CAS/CAM document components (Major Program, Program, Program Phase, etc.).

1. In the **Jump to** field, enter **MJPRG**
2. Click **Go**. The MJPRG table is displayed
3. Click **Search**. A search window is displayed
Major Program field, enter **XXX** where **XXX represents the department**
4. Click **Ok**
 - Review the data populated on PROG from the CAS document

Program Reference Table

1. **Jump to** field, enter **PROG**
2. Click **Go**. The PROG table is displayed
3. Click **Search**. A search window is displayed
Program field, enter **XXXPROGRAM** where **XXX represent the department**
4. Click **Ok**. Your new Program record is displayed.
 - Review the data populated on PROG from the CAS document

Program Period Reference Table

1. **Jump to** field, enter **PPC**
2. Click **Go**. The PPC page is displayed
3. Click **Search**. A search window is displayed
4. **Program Period** field, enter **XXX15** where **XXX represent the department**
5. Click **Ok**. Your new Program Period record is displayed.
 - Review the data populated on PPC from the CAS document



Search for and view your Funding Profile(s) records

1. **Jump to** field, enter **FPRFLST**
2. Click **Go**. The Funding Profile Select page is displayed
3. **Funding Profile** field, enter **XXX** where **XXX represent the department**
4. Click **Browse**. Your new eligible Funding Profile record is displayed in the grid
5. Click **View Funding Profile** link. The Funding Profile Summary is displayed
 - Review the data populated on the Funding Profile Summary from the CAS document

On the Secondary Navigation Panel, click **Funding Priority**

1. Click the **Reimbursement Options** component to expand it
2. View the data populated on the Funding Priority from the CAS document
3. On the Secondary Navigation Panel, click **Funding Line**
4. View the data populated on the two Funding Lines created from the CAS document
5. Click **Funding Line 2** in the grid to select it

On the Secondary Navigation Panel, click **Close** to close the Funding Profile record

1. Funding Profile field, enter **XXXINEL** where **XXX represent the department**
2. Click **Browse**. Your new ineligible Funding Profile record is displayed in the grid
3. Click **View Funding Profile** link. The Funding Profile Summary is displayed; View the various components and fields entered for the ineligible Funding Profile
4. To return to the Home Page, click **Home** in the Primary Navigation Panel



Navigate to the BGPDE budget document

Generated by the CAS document

Note: For this scenario, the budget documents will be submitted to Final. In a production environment, budget documents will require departmental approval.

View the BGPDE Budget Document



Scenario

View the BGPDE budget line, then click Close on the BGPDE and CAS documents and return to the Home Page.

Document	Phase	Status	Created Date
BGPDE 100.201500000016.1	Final	Submitted	08/06/2019
BGPDE 100.201500000011.1	Final	Submitted	08/06/2019

Once you navigate back to the CAS document:

1. Click **Created Documents**
2. Click the **BGPDE Document** link to navigate to the BGPDE document

Note: that there are many informational messages regarding Budget Line Controls. No action to address these messages is needed.

In the Document Navigator, click the **Major Program Budget** component to view the single budget line at this summary level.

Document Navigator, click the **Program Budget** component to view the single budget line at this summary level.

Click the **Program Period Budget** component to view the single budget line at this summary level

Click **Close** on the BGPDE document. The CAS document is displayed



Navigation on your own

Navigate to **BQ38LV1** to view the budget lines created by the BGPDE document, then return to the Home Page.

1. **Jump to** field, enter **BQ38LV1**
2. Click **Go**. The BQ38LV1 page is displayed
3. Click **Search**. A search window is displayed
4. **Department** field, enter **XXX** where **XXX represents the department**
5. Click **Ok**. Your new program budget line is displayed in the grid
6. Click **Budgeted Amounts** component to expand it

Note: the program budget is populated in the Adopted budget field.

Click **Home** on the Primary Navigation Panel to return to the Home Page.

Navigate to **BQ39LV1** to view the budget lines created by the BGPDR document.

1. In the **Jump to** field, enter **BQ39LV1**
2. Click **Go**. The BQ39LV1 page is displayed
3. Click **Search**. A search window is displayed
4. In the **Program Period** field, **XXX15** where **XXX represents the department**
5. Click **Ok**. Two new budget lines are displayed in the grid: one for the eligible Funding Profile and one for the ineligible Funding Profile.
6. Click **Budgeted Amounts** component to expand it

Note: the reimbursement budget is populated in the Awarded budget field.

In the grid, select the **second budget line**

View the **budget information** for the second Funding Profile



Cost Accounting Document History (CADHIST)

Upon the finalization of a document, one or more records are created on the Cost Accounting Document History (CADHIST) page with the following information from the document: Department, Major Program, Program, CAS document identifiers (Document Code, Document Department, and Document ID, and the User ID of the user who created the document.) From the Cost Accounting Document History table, you can locate any Cost Accounting document that has affected the Major Program or Program table by searching for the corresponding code. **This is a new feature in AFIS.**

View CADHIST Table



Scenario

A Cost Accounting Setup (CAS) document has been submitted to Final Phase and you need to locate the document that created this new project.

1. Jump to field, enter **CADHIST** and click **Go**
2. Enter in your **Department** and **Major Program** you created in the corresponding fields and click **browse**.

Created	Cost Accounting Document	Department	Major Program	Program	Created By User
07/31/2019	CAS 100.201500000042	100	100MP	100PROGRAM	training1

Note: The CAS document you created in the previous exercise will appear.



Cost Accounting Maintenance (CAM)

Section Overview

This lesson reviews the use of the CAM document. **A CAM document is created to update existing entries on Major Program reference tables and to create new entries on some Major Program reference tables.** Once A Major Program exists, the agency should always use CAM documents to add/modify any information related to that project. Also those elements (MJPRG, PROG, PPC, FUND PROF, etc. CANNOT be deleted in a **CAM document**.

When final approval has been applied, the CAM document updates the relevant Cost Accounting structure and reference/inference tables within the cost structure.

Cost Accounting Modification Document Overview

The Cost Accounting Modification (CAM) document is the vehicle by which the setup established in multiple Cost Accounting-related tables is updated by a single document. The purpose of this Document Type is to facilitate a more efficient means of adding, modifying, or deleting cost structure elements.

The CAM document allows for the modification of records on the following pages:

- Major Program (MJPRG)
- Program Setup (PROG)
- Program Period (PPC)
- Program Phase (PHPRG)
- Funding Profile (FPRFLST)
- Funding Priority
- Funding Line
- Internal Buyer Funding Line (currently not utilized by the State)
- Funding Profile Inference

Document Modifications

Once submitted to Final Phase, the CAM document code does not allow any further modifications or cancellations. If any modifications are subsequently needed, changes may be made through another CAM document.

CAM Document Components

Documents in AFIS are made up of various components (sometimes referred to as 'sections'). CAM documents consist of the same 12 components as the CAS document. The components have the same relationships to one another as described for the CAS document.

Similar to the CAS document, the associated reference tables are not updated with information from the CAM document until it is submitted to Final Phase.



Note: On the job, before initiating a new CAM document, you may want to use the Document Catalog to search for CAM documents in Draft or Pending Phase, to be sure that a CAM document has not already been created to implement the necessary updates.

Cost Accounting Modification

Header Component

The Header component stores values that apply to all components of the CAM document. The General Information tab contains descriptive fields and date information common to most document headers.

The tabs and fields available on the CAM document, Header component, are the same as those found on the CAS document. Refer to CAS Document Components for information on the purpose of each field and how to complete them.

Major Program

Within this component, you can modify information related to a Major Program record. A Major Program must be identified on each CAM document and only one Major Program may be entered on each document. If you wish to modify multiple Major Programs, a separate CAM document must be submitted for each Major Program.

The CAM document makes updates only to existing Major Programs and its hierarchy records, either by modifying the existing attributes or by adding hierarchy records to the Major Program. A Major Program cannot be created using a CAM Document. If the Major Program record does not exist on the Cost Accounting setup tables it must be added by creating a CAS document.

General Information Tab

Select the Major Program record to be modified from the pick list, then click the Load Major Program Details button to retrieve the data for that record from the MJPRG page and populate the associated fields in the Major Program component of the CAM document. All fields on the Major Program component of the CAM may be modified except the Split Type field. If the Split Type must be updated, this must be requested through GAO.

In addition, if Program Period records for the Major Program will be needed for updates.

YOU MUST click the Load Program Period Details button if you do not you will receive an error stating "Program Period Sequence" is required.

All existing Program Period records for that Major Program will be loaded into the Program Period component of the CAM document.

The Load Program Period Details button should only be pressed one time, if the Program Period needs to be loaded into the CAM. Pressing the Load Program Period Details button more than once will load all of the PPC records once for each time the button is used, creating duplication PPC record lines. A CAM doc will not validate if there duplicate PPCs.



Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document validated successfully

Cost Accounting Setup(CAS) | Dept: 100 | ID: 20150000042 | Ver.: 1 | Function: New | Phase: Draft | Modified by training1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Major Program | Department: 100 | Major Program: 100MP

Department	Major Program	Name	Active	Effective From	Effective To	Reimb Status
100	100MP	100 STATE ACCESS AND VISITATION	Yes			Allowed for Reimbursement

From 1 to 1 Total: 1 | First | Previous | Next | Last | Show Lines: 10 | Export to CSV | List View

General Information | General Options | Rollups | Description/Contact | Highway Project | Overhead

* Department: 100 | Instructor | Effective From: | Effective To: | Active: ☒ | Budgeting: ☒ | Reimb Status: Allowed for Reimbursement | Reimb Exclusion: ☐

* Major Program: 100MP | Auto Generate: ☐ | Prefix: | * Name: 100 STATE ACCESS AND V | * Short Name: 100 ACC AND VIS

Save | Undo | Edit with Grid | Copy | Validate | Submit | Discard | View PDF | Print | Processing | Workflow | File | Close

The tabs and fields available on the CAM document, Major Program component, are the same as those found on the CAS document. Refer to Topic CAS Document Components for information on the purpose of each field and how to complete them.

Program

Within the CAM document, each Program line is a child record of the Major Program line. Multiple lines are allowed.

In the Program component of the CAM, you may either add new Program records, or modify existing Program records. The Line Type field is used to identify which type of action you are entering.

If you are entering data for a new Program, click the Insert New Line button, then from the **Line Type drop down list select Add**. Then, the remaining tabs and fields in this component are completed in the same manner as the Program component on a CAS document.

AFIS | Jump to: CAM | Go | Home | Personalize | Accessibility | App Help | About

Welcome, Instructor 2 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Cost Accounting Modification(CAM) | Dept: 100 | ID: TESTING | Ver.: 1 | Function: New | Phase: Draft | Modified by instructor2, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget

Program | Total Lines: 1 | Program: 100PROGRAM | Line Type: Add

Line Type	Department	Program	Name	Major Program	Active	Effective From	Effective To	Billing Agreement Date	Reimb Eligible
Add	100	100PROGRAM	100MP	Yes			01/15/2020	Yes	

From 1 to 1 Total: 1 | First | Previous | Next | Last | Show Lines: 10 | Export to CSV | List View

General Information | General Options | Rollups | Description/Contact | Highway Project | Fixed Asset Information | Program Dates

Line Type: Add | Department: 100 | * Program: 100PROGRAM | Auto Generate: ☐ | Effective From: | Effective To: | Billing Agreement Date: 01/15/2020 | Active: ☒

If you are modifying data for an existing Program, click the Insert New Line button, then from the Line Type drop down list select Modify. Then, select the Program to be modified from the Program pick list (only Programs associated with the Major Program selected on the CAM will be presented on the pick list), then click the Load Program Details button to retrieve the Program data from the PROG table and populate the associated fields in the Program component of the CAM document. All fields in the



Program component of the CAM, except the Department and Major Program fields, may then be modified.

The tabs and fields available on the CAM document, Program component, are the same as those found on the CAS document. Refer to CAS Document Components for information on the purpose of each field and how to complete them.

If there are multiple Programs that must be updated for the Major Program, you must select and load each Program record that is being updated. There is not an option to load all children Program records for a single Major Program.

Program Phase

Within the CAM document, each Program Phase line is a child record of the Program line; therefore, the appropriate Program record must first be entered in the Program component before a Program Phase record can be added or modified in the Program Phase component. Multiple lines are allowed.

General Information

Similar to the Program component, the Line Type field is used to identify whether you are adding or modifying a Program Phase record. If you are entering data for a new Program Phase, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, the remaining tabs and fields in this component are completed in the same manner as the Program Phase component on a CAS document.

If you are modifying data for an existing Program Phase, click the Insert New Line button, then from the Line Type drop down list select Modify.

Then, select the existing Phase from the **Phase pick list** (only Program Phase records associated with the Program you selected on the CAM will be presented on the pick list), then click the Load Program Phase Details button to retrieve the Program Phase data from the PHPRG table and populate associated fields



in the Program Phase component of the CAM document. All fields in the Program Phase component of the CAM, except the Department and Program fields, may then be modified. The tabs and fields available on the CAM document, Program Phase component, are the same as those found on the CAS document. Refer to CAS Document Components for information on the purpose of each field and how to complete them.

If there are multiple Program Phase records that must be updated for the Program, you must select and load each Program Phase record that is being updated. There is not an option to load all children Program Phase records for a single Program.

Program Period

Within the CAM document, each Program Period line is a child record of the Major Program line and multiple lines are allowed.

General Information

Similar to the Program component, the Line Type field is used to identify whether you are adding or modifying a Program Period record.

If you are entering data for a new Program Period, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, the remaining tabs and fields in this component are completed in the same manner as the Program Period component on a CAS document.

Since the **Inference From** and **Inference To** dates on each PPC record for a Major Program cannot overlap, it is best practice to first load existing PPC records before adding a new record. This is done from the Major Program component of the CAM document, as described earlier. Unlike other components of the CAM, the Load Program Period button loads all existing PPC records for that Major Program. It is not necessary to load each PPC individually. Using this method, you can ensure that dates on the new PPC record do not overlap dates on existing PPC records. If the Inference From or Inference To dates specified in the new record fall within the dates previously established in the PPC table, you will receive an error.



To modify an existing **Program Period**, follow these steps:

1. On the **Major Program component**, select the **Major Program**
2. Click **Load Major Program Details**
3. Click **Load Program Period Details**

Navigate to the **Program Period component**

The existing Program Period records are displayed

Identify the **Program Period to be modified** (the Line Type field is automatically set to Modify)

All fields except the Department, Program Period, and Major Program fields, may then be modified.

Line Type	Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
Modify	100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursement	1

From 1 to 2 Total: 2

First Previous Next Last

Show Lines: 10 Export to CSV

List View

General Information General Options Description/Contact Funding Identification

Line Type: Add

Department: 100

Major Program: 100MP

Program Period: 10015

Program Period Name: 100 Program Period 16

Short Name: 100 PPC 16

Program Period Inf From: 7/01/2015

Program Period Inf To: 6/30/2016

Active: ☒

Budgeting: ☒

Reimb Status: Allowed for Reimbursement

Funding Profile

Within the CAM document, each Funding Profile is directly related to the Major Program.

General Information

Similar to the previous components, the Line Type field is used to identify whether you are adding or modifying a Funding Profile record.

If you are entering data for a new Funding Profile, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, the remaining tabs and fields in this component are completed in the same manner as the Funding Profile component on a CAS document. The tabs and fields available on the CAM document, Funding Profile component, are the same as those found on the CAS document. Refer to CAS Document Components for information on the purpose of each field and how to complete them.



If you are modifying data, follow these steps:

1. Click **Insert New Line**
2. From the **Line Type** field, select **Modify**
3. From the Funding Profile pick list, select the **Funding Profile** to be modified (only Funding Profile records associated with the Major Program you selected on the CAM will be presented on the pick list).

Click the **Load Funding Profile Details** button to retrieve the Funding Profile data from the FPRFLST table. All associated fields in the Funding Profile, Funding Profile, Funding Line, and Internal Buyer Funding Line components will be populated in the respective component of the CAM document.

All fields in the Funding Profile component of the CAM, except the Department and Major Program fields, may then be modified.

If there are multiple Funding Profile records that must be updated for the Major Program, you must select and load each Funding Profile record that is being updated. There is not an option to load all children Funding Profile records for a single Major Program.

Funding Priority

Within the CAM document, each Funding Priority line is a child record of the Funding Profile line; therefore, whether you are adding or modifying a Funding Priority, the Funding Profile component must first be populated. Multiple lines are allowed.

General Information

The CAM Funding Priority component allows line types of Add and Modify.

If you are entering data for a new Funding Priority, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, this component is completed in the same manner as the Funding Priority component on a CAS document.

There is no load value button available for the Funding Priority on the CAM document. If you wish to modify an existing Funding Priority record, first select a Funding Profile record and then click the Load



Funding Profile Details button. The Funding Priority attributes are loaded and you can modify all values on the Funding Priority component except Department, Major Program, and Funding Profile.

The screenshot displays the AFIS Cost Accounting Modification (CAM) interface. The top navigation bar includes tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main window is titled 'Funding Priority' and shows a table with columns: Line Type, Department, Major Program, Funding Profile, Funding Priority, and Total Fund Line %. The table contains one row with values: Modify, 100, 100MP, 100, 10, and 100.00%. Below the table, the 'General Information' tab is active, showing fields for Line Type (Modify), Department (100), Major Program (100MP), Funding Profile (100), and Funding Priority (10). There is also an 'Advance Construction' checkbox. The interface includes a Document Navigator on the left, a toolbar at the bottom with buttons like Save, Undo, Insert New Line, and a status bar at the bottom right with buttons like View PDF, Print, and Close.

Cost Accounting Modification Funding Line Component

Within the CAM document, each Funding Line is a child record of the Funding Priority line; therefore, whether you are adding, modifying, or deleting a Funding Line, the Funding Priority component must first be populated. Multiple lines are allowed.

General Information Tab

The CAM Funding Line component allows line types of Add or Modify.

If you are entering a data for a new Funding Line, click the Insert New Line button, then from the Line Type drop down list, select Add. Then, this component is completed in the same manner as the Funding Line component on a CAS document.

Like the Funding Priority component, there is no load value button available for the Funding Line on the CAM document. If you wish to modify an existing Funding Line record, first select a Funding Profile record and then click the Load Funding Profile Details button. The Funding Priority and Funding Line attributes are loaded and you can modify most values on the Funding Line component.

The Funding Line component is one of the few components on the CAM document that allows deletion of an existing record, using the line type of Delete. To delete a Funding Line, follow the steps to modify a Funding Line, but change the Line Type from Modify to Delete.



Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document submitted successfully

Cost Accounting Modification(CAM) | Dept: 100 | ID: 20150000004 | Ver.: 1 | Function: New | Phase: Final | Modified by Training 1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line**
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Funding Line | Total Lines: 2 | Funding Line: 1 | Reimb %: 75.00 | Line Type: Modify

Line Type	Department	Major Program	Funding Profile	Funding Priority	Funding Line	Federal Appropriation No	Other Funding Source ID	Reimb %	Tot Buyer Line %	CM
Modify	100	100MP	100	10	1			75.00%	0.00%	Av Cle
Modify	100	100MP	100	10	2			25.00%	0.00%	No

From 1 to 2 Total: 2 | First | Previous | Next | Last | Show Lines: 10 | Go to line

General Information | Reimbursement Options | Reimbursement | Front-End Split | Funding Identification

Line Type: Modify

Department: 100

Major Program: 100MP

Funding Profile: 100

Funding Priority: 10

Funding Line: 1

Edit | Copy | Copy Forward | Discard | View PDF | Print | Processing | Workflow | File | Close

Funding Profile Inference

The Funding Profile Inference lines are not children records of any other document component, but the Funding Profile Inference record must be associated with the Major Program identified on the CAM document. Multiples lines are allowed.

The CAM Funding Profile Inference component allows line types of Add or Modify, but a Load Value button is not available. You must enter the values manually to set the Cost Accounting Chart of Accounts combination in the same manner as described for the CAS document.

Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Cost Accounting Modification(CAM) | Dept: 100 | ID: TEST | Ver.: 1 | Function: New | Phase: Draft | Modified by Training 1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference**
- Budget
- Created Documents

Funding Profile Inference | Total Lines: 1 | Funding Profile Inference: FPI5 | Program: 100PROGRAM | Funding Profile: 100

Line Type	Funding Profile Inference	Department	Major Program	Program	Phase	Program Period	Funding Profile	Reimb Eligible
Add	FPI5	100	100MP	100PROGRAM			100	Eligible

From 1 to 1 Total: 1 | First | Previous | Next | Last | Show Lines: 10 | Export to CSV

Line Type: Add

Funding Profile Inference: FPI5

Department: 100

Major Program: 100MP

Program: 100PROGRAM

Funding Profile: 100

Reimb Eligible: Eligible

Phase:

Program Period:

Task:

Fiscal Year:

Object:

Activity:

Location:

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

Copy | Validate | Submit | Discard | View PDF | Print | Processing | Workflow | File | Close



Entering a CAM

The Cost Accounting Modification (CAM) document is the method used by departments to modify existing grant and project cost structures in a single document.

Creating a CAM Document



Scenario

Modify the cost structure you created previously by creating a CAM document to:

- Update the Billing Agreement Date field on your Program record
- Add a new Program Period for your Major Program
- Modify the funding split (reimbursement percentages) on your Funding Lines for your Program. From 50/50 split to 75/25 split

Best practice is to add the changes being done in the CAM in the Document Description box for GAO. This will help with a clear understanding.

Login to the **AFIS** Home Page. The CAS document from the previous exercise has been submitted to Final Phase.

Navigate to the Document Catalog to initiate a CAM document for the State Access and Visitation Program, steps:

1. On the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. Click **Create** to switch to Create mode
4. In the **Code** field, enter **CAM**
5. In the **Dept** field, enter your agency dept. code
6. In the **Other Options** component, check the **Auto Numbering** check box

When selecting Auto Numbering, the system will auto assign an ID number. Your agency may have a specific naming convention you would use

7. Click **Create**. The CAM opens on Header component

Note: When the CAM document is created, a new Document ID is generated. Notice that the document is shown as Ver: 1, Function: New, Phase: Draft. Located on the orange menu bar.



Header

General Information Tab

Complete the **Header** component of the CAM, by selecting the **Header**.

The screenshot shows the 'Cost Accounting Modification (CAM)' interface. The top navigation bar includes 'Welcome, Training 1', 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. Below this, a status bar shows 'Dept: 100', 'ID: 201500000004', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by Training1, 06/01/2015'. On the left is a 'Document Navigator' with a tree view containing 'Header', 'Major Program', 'Program', 'Program Phase', 'Program Period', 'Funding Profile', 'Funding Priority', 'Funding Line', 'Internal Buyer Funding Line', 'Funding Profile Inference', 'Budget', and 'Created Documents'. The 'Header' section is highlighted. The main area shows the 'Header' tab with sub-tabs 'General Information', 'Extended Description', and 'Document Information'. The 'General Information' sub-tab is active, displaying fields for 'Document Name' (100 State Access and Visitation Program), 'Record Date' (calendar icon), 'Fiscal Year' (text box), 'Period' (text box), 'Document Description' (100 Modifications to State Access and Visitation Program), and a 'Submit Budget Document(s)' checkbox which is checked.

1. In the **Document Name** field, enter **XXX State Access and Visitation Program** where XXX represents the department

The Fiscal Year and Period fields will be auto populated when you validate or submit the CAM document.

In the **Document Description** field, enter **XXX Modifications to State Access and Visitation Program** where XXX represents the department



Major Program

General Information Tab

Complete the **General Information** tab in the **Major Program** component of the CAM to identify the Major Program to be updated, then update fields in the **Overhead** tab, steps:

1. On the Document Navigator, click **Major Program**
2. In **Department** field, enter your agency dept. code
3. In the **Major Program** field, enter the Major Program code created in the CAS document previously (XXXMP where XXX represents the department).
4. Click **Load Major Program Details**

Notice the fields in the Major Program component are populated with data from MJPRG reference table.

Program

General Information Tab

Update the **Billing Agreement Date** field in your existing Program record, steps:



1. On the Document Navigator, click **Program**
2. Click **Insert New Line**
3. From the **Line Type** drop down list, select **Modify**
4. From the **Program** pick list, select the Program code you noted earlier
5. Click **Save *(this is important)**
6. Click **Load Program Details**
 - Notice the fields in the Program component are populated with data from PROG.

Program

General
Information
Tab

The screenshot shows the AFIS software interface. On the left is the Document Navigator with the 'Program' tab selected. The main window displays the 'Program' component for '100PROGRAM'. The 'General Information' tab is active, showing fields for Line Type (Modify), Department (100), Program (100PROGRAM), Name (100 STATE ACCESS AND VISITATION PROGRAM), Major Program (100MP), Active (Yes), Effective From (05/15/2015), Effective To, Billing Agreement Date (05/15/2015), Reimb Eligible (Yes), and Program Status. The 'Billing Agreement Date' field is highlighted with a red box. At the bottom right, the 'Load Program Details' button is also highlighted with a red box. The bottom toolbar contains buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, View PDF, Print, Processing, Workflow, File, and Close.

1. In the **Billing Agreement Date** field, remove the date you had entered previously, and change it to the **15th of the previous month 05/15/2015**
2. Click **Save**



Program Period

General Information Tab

Create a new **Program Period** for your **Major Program**.

1. On the Document Navigator, click **Program Period**. Notice that the grid in this component is empty.
2. On the Document Navigator, click **Major Program**
 - You need to return to the Major Program to click the Load Program Period Details button
3. Click **Load Program Period Details** (shown in this image)

On the Document Navigator, click **Program Period**. Notice that the grid in this component is empty.



Major Program

Load Program
Period Details

Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Cost Accounting Modification(CAM) | Dept: 100 | ID: 201500000004 | Ver.: 1 | Function: New | Phase: Draft | Modified by training1, 06/01/2015

Document Navigator

- Header
- Major Program**
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Major Program | Department: 100 | Major Program: 100MP

Department	Major Program	Name	Active	Effective From	Effective To	Reimb Status
100	100MP	100 State Access and Visitation Program	Yes			Allowed for Reimbursment

From 1 to 1 Total: 1 | First | Previous | Next | Last | Show Lines: 10

General Information | General Options | Rollups | Description/Contact | Highway Project | Overhead

* Department: 100 | Instructor | Effective From: | Effective To: | Active: ☒ | Budgeting: ☒ | Reimb Status: Allowed for Reimbursment | Reimb Exclusion: ☐

* Major Program: 100MP | Name: 100 State Access and Visitation | Short Name: 100 Acc and Vis

Save | Undo | Edit with Grid | Load Major Program Details | **Load F**

View of the Load Program Period Details button.

Save | Undo | Edit with Grid | Load Major Program Details | **Load Program Period Details** | Copy | Validate | Submit | Discard | View PDF | Print | Processing | Workflow | File | Close

- On the Document Navigator, click **Major Program**
 - You need to return to the **Major Program** to click the **Load Program Period Details** button; the option is not located on the Program Period component
- Click **Load Program Period Details** (shown in this image)

Program Period

General
Information
Tab

You must
return to
Program Period
to view the
results.

Welcome, Training 1 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Cost Accounting Modification(CAM) | Dept: 100 | ID: 201500000004 | Ver.: 1 | Function: New | Phase: Draft | Modified by training1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period**
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Program Period | Total Lines: 2 | Program Period: | Line Type: |

Line Type	Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
Modify	100	100MP	10015	07/01/2014	06/30/2015	Allowed for Reimbursment	1

From 1 to 2 Total: 2 | First | Previous | Next | Last | Show Lines: 10 | Export to CSV

General Information | General Options | Description/Contact | Funding Identification

Line Type: Add | Program Period Inf From: 7/01/2015 | Program Period Inf To: 6/30/2016 | Active: ☒ | Budgeting: ☒ | Reimb Status: Allowed for Reimbursment

Department: | Major Program Name: | Program Period: 10016 | Program Period Name: 100 Program Period 16 | Short Name: 100 PPC 16

List View



On the Document Navigator, click **Program Period**. Notice the grid is populated with the Program Period you created

1. Click **Insert New Line**
2. **Line Type** field, retain the default entry of **Add**
3. **Program Period** field, enter **XXX16** where XXX represents the department
4. **Program Period Name** field, enter **XXX Program Period 16** where XXX represents the department
5. **Short Name** field, enter **XXX PPC 16** where XXX represents the department
6. **Program Period Inf From** field, enter **07/01/2015**, noting that this is the next sequential day following the XXX15 Program Period Inf To date
7. **Program Period Inf To** field, enter **06/30/2016**
8. **Reimb Status** field, retain the default entry of **Allowed for Reimbursement**

Program Period

General Options Tab

Complete the **General Options** tab of the new **Program Period** component, steps:

1. Click **General Options** tab
2. Click the picklist next to **Grant ID**
3. Enter **GRANTXXX** in the Grant ID field, where XXX represents the department
4. Click **Browse** and select the **Grant ID**



Program Period

Funding Identification Tab

The screenshot shows the 'Program Period' component with 'Total Lines: 2'. The table lists two lines: Line 10015 (Modify) and Line 10016 (Add). The 'Funding Identification' tab is active, showing fields for Federal Catalog Agency (DCAP), Federal Catalog Prefix (93), Federal Catalog Suffix (597), Federal Agency Name (DHHS Centers for Disease Control and Prevention), and Federal Appropriation No. (blank). Other fields include SEFA ID, SEFA Description, Common Accounting No., External Account No., Letter of Credit No., Construction Budgeting Authority No., and Federal Payment System.

Complete the **Funding Identification** tab of the new **Program Period** component, steps:

1. Click **Funding Identification** tab
Federal Catalog Agency pick list, select **DCAP**. *The Federal Catalog Prefix field will be auto populated based on this selection*
2. **Federal Catalog Suffix** pick list, select **597**
3. Leave the **Federal Appropriation No** field blank
4. Click **Save**

Funding Profile

General Information Tab

The screenshot shows the 'Funding Profile' component with 'Total Lines: 1'. The table lists one line: Line 100 (Modify). The 'General Information' tab is active, showing fields for Line Type (Modify), Department (100), Major Program (100MP), Funding Profile (100), and Funding Profile Name (100 access and visitation). Other fields include Effective From, Effective To, Active, Budgeting, Description, and Safety. The 'Load Funding Profile Details' button is highlighted in red.

Modify the Funding Lines for your eligible Funding Profile from a **50/50 split** to a **75/25 split**, steps:

5. Document Navigator, click **Funding Profile**
6. Click **Insert New Line**
7. **Line Type** drop down list, select **Modify**
8. **Funding Profile** pick list, select **XXX** where XXX represents the department
9. Click **Save** due to the **Load Funding Profile Details** button is grayed out



10. Click **Load Funding Profile Details**

- Notice the fields in the Funding Profile component populated with data from the FPRFLST page.

Funding Line

Reimbursement Options Tab

The screenshot shows the CAM system interface. On the left is the Document Navigator with 'Funding Line' selected. The main area displays a 'Funding Line' grid with two rows. The first row is highlighted. Below the grid, the 'Reimbursement Options' tab is active, showing various fields for customer information, billing profiles, and reimbursement settings. The 'Reimb %' field is highlighted with a red box, showing a value of 25.00%.

Line Type	Department	Major Program	Funding Profile	Funding Priority	Funding Line	Federal Appropriation No	Other Funding Source ID	Reim
Modify	100	100MP	100	10	1			75.00
Modify	100	100MP	100	10	2			25.00

From 1 to 2 Total: 2

General Information | **Reimbursement Options** | Reimbursement | Front-End Split | Funding Identification

Unit:
 Customer ID:
 Customer Name:
 Internal Customer: ☐
 Customer Type:
 Billing Profile:
 Billing Profile Type:
 Reimb Output Type:
 Reimb Frequency:

Reimb Status: Allowed for Reimbursement
 Reimb %: 25.00%
 Max Reimb Amt: \$0.00
 Split Type: Front End Split (FES)
 CMIA Method: None
 Reimb Eligible: ☒
 Fiscal Year: 2015
 Tot Buyer Line %: 0.00%
 Bank Account Code:
 Match Type:

On the Document Navigator, click **Funding Line**. Notice the two Funding Lines you created in the prior activity are displayed in the grid. You will select each Funding line shown to update the percentages.

- With Funding Line 1 highlighted in the grid, click the **Reimbursement Options** tab
- In the **Reimb %** field, **delete 50.00%**
- In the **Reimb %** field, **enter 75**
- In **Funding Line** grid, select **Funding Line 2**
- In the **Reimb %** field, **delete 50.00%**, or just type over
- In the **Reimb %** field, **enter 25**
- Click **Save**

Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**

Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully.**

- Notice the Active check box. This is how you can close out the CAM, by unchecking

Click **Close** on the CAM document, and click **Home** on the Primary Navigation Panel to return to the Home Page. You can research the documents next, using the CADHIST.

Locate the CADHIST Table

1. In the **Jump to** field, enter **CADHIST**
2. Click **Browse** to see both the CAS and CAM documents

Expending Program Funds

Section Objectives

This section will review:

- Identify the Detail Accounting tab of an expenditure document as the location that Chart of Accounts elements associated with Cost Accounting are entered in AFIS
- Create a General Accounting Expense (GAX) document to expend grant funds
- Review the impact of expenditures on the grant budget inquiry pages
- Identify ways to prevent and correct data entry errors

Section Overview

You have established a grant in the cost structure, established a reimbursement and program budget for the grant, and viewed the budget status of a grant using the budget inquiry pages. This lesson explains how expenditures are associated with a grant or project in AFIS.

Recording a Non-Commodity Based Payment in AFIS

Most procurement transactions originate in the Arizona Procurement Portal (APP) and are interfaced to AFIS, but some expenditures for services are processed for payment in AFIS. Both types of transactions can be associated to a project or grant by populating the appropriate fields in the Detail Accounting tab, on the Accounting line of the document. This lesson will focus on a non-commodity based payment created in AFIS, but the concepts also apply to transactions that originate in APP.

Recording a non-commodity based payment in AFIS consists of the following two steps:

1. Requesting payment for the service
2. Disbursing payment to the vendor for the service

Only the first step is addressed in this topic.

Once an initial transaction is established in AFIS, the Chart of Accounts elements are copied to the subsequent documents in the business process without additional data entry. This is accomplished by using the Copy Forward feature. For example, once a General Accounting Expense (GAX) document is created in AFIS, the Chart of Accounts elements coded on the GAX document are copied forward to the Automated or Manual Disbursement (AD or MD) document.

Associating a Financial Transaction with a Grant or Project

In the General Accounting course, you reviewed how to create and process documents. A document is the method by which a financial transaction is recorded in AFIS.



Within each financial document, there is an Accounting component, and within that Accounting component there is at least one Accounting line. Each Accounting line contains a Fund Accounting tab and a Detail Accounting tab used to identify the Chart of Accounts elements to be associated with that financial transaction. It is on the Detail Accounting tab of financial documents that the Cost Accounting Chart of Accounts elements are entered to associate the financial transaction with the appropriate project or grant.

General Accounting Expense(GAX) Dept: 100 ID: 100 GAX Ver: 1 Function: New Phase: Final Modified by Training1, 06/01/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$10,000.00 Line Open Amount: \$10,000.00

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$10,000.00	\$0.00	\$10,000.00	\$0.00	AP01

From 1 to 1 Total: 1

General Information Reference Fund Accounting **Detail Accounting** Service Dates Additional Amounts

Location: Sub Location: Activity: Sub Activity: Function: 1005205 Sub Function: Reporting: Sub Reporting: Task: 100000 Sub Task: 987654 Task Order: Major Program: 100MP Program: 100PROGRAM Phase: Program Period: 10015

Larger view of the inferred sections:

Major Program: 100MP
Program: 100PROGRAM
Phase:
Program Period: 10015

Detail Accounting Tab

The Program field is the primary field used to associate an expenditure transaction with the grant or project's cost structure. The Major Program field is auto populated based on the Program.

For projects, the Phase is selected from the pick list to identify the project Phase the expenditure is associated with.

For grants and projects, the Program Period will be inferred based on the date of record for the given document, but can be manually adjusted. Fiscal Year, Budget Year, or any other time constraint does not confine Program Periods, thus multiple Program Periods can be used concurrently to ensure payments are posted to the appropriate period.

The Activity, Sub Activity, Location, Sub Location, Function, and Sub Function fields may be populated if required by department procedure.



Recording Funding Splits

Many times grant and project expenditures are funded by two or more sources. This is called a funding split. A common scenario for a Federally-funded grant or project is a funding split that is 80% Federally-funded with a 20% State Match. The details of the funding split are recorded on the Funding Profile hierarchy, but the Funding Profile, Funding Priority(s), and Funding Line(s) are not entered on the document Accounting line. Instead, they are inferred on the document's Posting line, based upon the entry made in the appropriate funding profile inference page.

When a GAX document that contains a Major Program code on the Detail Accounting tab is validated, AFIS automatically evaluates the settings on the MJPRG record. If the Split Type is Front End Split, AFIS searches the Funding Profile Inference pages for a Funding Profile to infer. Then, **Posting lines** are generated to reflect the funding agreement details entered on the Funding Lines.

In the grant structure created by the CAS and CAM documents, the Arizona Access and Visitation Program is funded by a 75/25 split between Federal and State funding. Therefore, for each Accounting line on the GAX, two Posting lines are created: one Posting line for the 75% Federal funding, and one Posting line for the 25% State funding.



Create a General Accounting Expense document (GAX)

View the Impact of Front End Split on Posting Lines

Create a GAX and View the Impact of Front End Split on Posting Lines



Scenario

Now that we have established the Cost accounting structure and corresponding budgets for our federal grant we will create an expenditure document to post against the Cost Accounting elements previously.

Create a GAX document to request payment a payment of \$10,000 for professional services related to the AZ Health Improvement Grant. Submit to Final Phase and view the Posting lines to view the impact of the front end split and funding profile inference.

Login to the **AFIS** Home Page.

The Major Program, Program, Program Period, Funding Profile hierarchies, funding profile inferences, and initial budget lines for the AZ Health Improvement Grant have been established.

Create a **GAX** document using the Document Catalog, steps:

1. On the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. Click **Create** to switch to Create mode
4. In the **Code** field, enter **GAX**
5. In **Dept** field, enter your agency dept. code
6. In the **ID** field, enter **XXX GAX** where XXX represents the department
7. Click **Create**. The GAX opens and the Header component is displayed.

When the GAX document is created, notice that the document is shown as: **Ver: 1, Function: New, Phase: Draft**.

[NAVIGATION TIPS

To navigate within a document, you can either click the component name at the bottom of the document, or use the Document Navigator panel. In this training, you will use the Document Navigator. If necessary, click the Open Document Navigator icon (small arrow on left side) to switch to Document Navigator mode.]



Header

Component

AFIS

Welcome, Instructor 1

Jump to: Go

Procurement Budgeting Accounts Receivable Accounts Payable

Cost Accounting Setup(CAS) Dept: 100 ID: 201500000042 Ver.: 1 Function: New Phase: Draft Modified by Instructor1, 06/01/2015

Document Navigator

- Header
- Major Program
- Program
- Program Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Internal Buyer Funding Line
- Funding Profile Inference
- Budget
- Created Documents

Header

General Information

Document Name: Submit Budget Document(s): ☒

Record Date:

Fiscal Year:

Period:

Document Description: Set up Cost Accounting Structure for new Federal Grant

Extended Description

Extended Description:

Document Information

Created By: training1

Created On: 08/09/2019

Modified By: instructor1

1. On the **Header**, in the **Document Name** field, enter **XXX** where XXX represents the department
2. The **Record Date**, **Fiscal Year**, and **Period** fields will be auto populated when you validate or submit the GAX document.
3. In the **Document Description** field, enter **XXX** where XXX represents the department

Note: The fields in the Header component are optional unless required by department procedure.

Vendor

General Information Tab

AFIS

Welcome, Training 1

Jump to: Go

Procurement Budgeting Accounts Receivable Accounts Payable

General Accounting Expense(GAX) Dept: 100 ID: 100 GAX Ver.: 1 Function: New Phase: Draft Modified by training1, 06/01/2015

Document Navigator

- Header
- Vendor
- Accounting
- Posting

Vendor

Vendor Line: 1 Vendor Customer: ADAZ2AAAA Legal Name: Vendor of Arizona2

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	ADAZ2AAAA	Vendor of Arizona2	\$0.00

From 1 to 1 Total: 1

Show Lines: 10 Go to line: Go Export to CSV

List View

General Information Disbursement Options Discount Terms Misc Vendor ACH Details

Complete the **Vendor component** of the GAX document, by selecting **Vendor** from the Document Navigator.

1. Click **Insert New Line**
2. **Vendor Customer** field, enter **ADAZ2AAAA**
3. Click **Save**
 - Notice the fields in the Vendor component of the GAX document are auto populated from the Vendor Customer (VCUST) page.



Accounting

General Information Tab

Complete the **General Information** tab of the **Accounting** component to encumber \$10,000 for services related to the Arizona Access and Visitation Program, steps:

1. In the Document Navigator, click **Accounting**
2. Click **Insert New Line**. The fields in the General Information tab are available for data entry.
3. In the **Line Amount**, enter **10,000**
4. **Vendor Invoice Number**, enter **XXX1234** where XXX represents the department
5. In the **Vendor Invoice Line**, enter **1**
6. In the **Vendor Invoice Date**, click the **Show Calendar** icon and select **07/01/2015**

Accounting

Fund Accounting Tab

Complete the **Fund Accounting** tab of the **Accounting** component, by selecting the **Fund Accounting** tab, steps:



1. In the **Dept** field, enter your agency dept code
2. In the **Object** field, enter **6299**

Accounting

Detail Accounting Tab

Complete the **Detail Accounting tab** of the Accounting component, by selecting the, Detail Accounting tab, steps:

1. In the **Function** field, enter **1005205**
2. In the **Program** field, enter the **Program code** you created during the CAS
3. Click **Save**

Click the **Validate** button to check for errors. If any errors exist, correct the errors and click the **Validate** button again. If the validation is successful, the following message displays in the upper left corner of the screen: **Document validated successfully.**

Click the **Submit** button to submit the document for approval after all errors are resolved. If the submission is successful, the following message displays in the upper left corner: **Document submitted successfully.**

Click the **Posting** Component

4. View the GAX Accounting line and Posting lines.



Accounting

General Information Tab

Click the **General Information** tab in the **Accounting** component. Notice the Event Type AP01, Budget FY, Fiscal Year, Period, and other fields have been inferred.

Posting

Component

Close up view of the Eye icons.

In the Document Navigator, click **Posting**

Notice the two Posting lines: based on the inferred Funding Profile, AFIS has created one **Federally-funded Posting line for \$7,500** and one **State-funded Posting line for \$2,500**.

Click the **Show Details (eye) icon** for the first Posting line. The details will display.



Posting

Detail Accounting Tab

Welcome, Training 1
New All 1 of 1 | Document submitted successfully

General Accounting Expense(GAX) Dept: 100 ID: 100 GAX Ver.: 1 Function: New Phase: Final Modified by Training1, 06/01/2015

Document Navigator
Header
Vendor
Accounting
Posting

Posting Total Lines: 2 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit A
1	Standard	D011 D001	External AE Disb Payable	57,500.00	

General Information Fund Accounting Detail Accounting

Location: Reporting: Major Program: 100MP
Sub Location: Sub Reporting: Program: 100PROGRAM
Activity: Task: 100000 Phase:
Sub Activity: Sub Task: 987654
Function: 1005205 Task Order:
Sub Function:

Program Period: 10015
Funding Profile: 100
Stage Profile:
Funding Priority: 10
Funding Line: 1

Show Lines

Edit Copy Copy Forward Discard View PDF Print Processing Workflow

From this **Posting line detail** page, click the **Detail Accounting tab**.

Notice the Funding Profile, Funding Priority, and Funding Line fields are populated; and Funding Line 1 has been inferred for the Federally-funded line.

1. In the lower left corner of the document, click **Show Lines** to return to the Posting Lines
2. In the Posting grid, select **Posting line 2**
3. Click the **Show Details (eye) icon** for the second Posting line. Notice Funding Line 2 has been inferred for the State-funded line.
4. Click **Close** to close the GAX document
5. Click **Home** on the Primary Navigation Panel to return to the Home Page



Review the Status of a Cost Accounting Budget

Previously, you saw how project and grant budgets are displayed on the budget inquiry pages. The Expense Actuals component of the budget inquiry page displays expenditure activity throughout the lifecycle of the project or grant.

Expense Actuals

The Expense Actuals component on the budget inquiry page displays expenditure transactions. In addition, AFIS calculates and displays the impact on the remaining budget in the Uncommitted, Unobligated, Unexpended Accrued, and Unexpended Cash fields.

Welcome, Training 1											
311-MA - Financial MA2											
Reimbursable Grant: Funding Priority											
Menu Back											
Department	Major Program	Program	Program Period	Funding Profile	Funding Priority	Current Budget	Actual Expenses	Total Revenue	Unobligated	Available	Unrecognized Revenue
✓ 100	100MP	100PROGRAM	10015	100	10	\$100,000.00	\$10,000.00	\$0.00	\$90,000.00	\$90,000.00	\$0.00
100	100MP	100PROGRAM	10015	100INEL	10	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00
First Prev Next Last											
Search											
▼ Expense Actuals											
Pre-Encumbered: \$0.00						Uncommitted: \$90,000.00					
Encumbered: \$0.00						Unobligated: \$90,000.00					
Accrued Expenses: \$10,000.00						Uncommitted Charges: \$90,000.00					
Cash Expenses: \$0.00						Available: \$90,000.00					
Actual Expenses: \$10,000.00						Unexpended Accrued: \$90,000.00					
Charges: \$0.00						Unexpended Cash: \$100,000.00					
						Back End Splits: \$0.00					

Now, return to the budget inquiry pages to see how expenditure transactions are displayed.



Review the Status of a Cost Accounting Budget

View the Impact of Front End Split on Posting Lines on the budget inquiry tables



Scenario

Now that we have finalized the GAX document we need to view the impact of the front end split on the budgets and ensure they posted correctly.

Navigate to the budget inquiry pages to view the impact of the GAX document.

Login to the **AFIS** Home Page.

The Major Program, Program, Phase, Funding Profile hierarchies, funding profile inferences, and initial budget lines for the AZ Health Improvement Grant have been established.

A GAX document for professional services has been submitted to Final Phase.

Navigate to the **Budget Structure 39 Level One Budget Inquiry** page, steps:

1. In the **Jump to** field, enter **BQ39LV1**
2. Click **Go**
3. Click **Search**. The Search window is displayed
4. In the **Dept** field, enter your agency dept. code
5. In the **Program** field, enter the **Program code** you created earlier
6. In the **Funding Profile** field, enter **XXX** where XXX represents the department
7. Click **Ok**.

- The Reimbursable Grant: Funding Priority page is displayed

Review the expense actuals for the AZ Health Improvement Grant in the Expense Actuals component.

Notice \$10,000 in the Accrued Expenses and Actual Expenses fields due to the Procure to Pay activities. Expenditures will update the Cash Expenses field when a disbursement document for the transaction is processed to Final Phase.

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Reimbursable Grant: Funding Priority											
Department	Major Program	Program	Program Period	Funding Profile	Funding Priority	Current Budget	Actual Expenses	Total Revenue	Unobligated	Available	Unrecognized Revenue
100	100MP	100PROGRAM	10015	100	10	\$100,000.00	\$10,000.00	\$0.00	\$90,000.00	\$90,000.00	\$0.00
100	100MP	100PROGRAM	10015	100INEL	10	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00
First Prev Next Last											
Search											
▼ Expense Actuals											
Pre-Encumbered: \$0.00						Uncommitted: \$90,000.00					
Encumbered: \$0.00						Unobligated: \$90,000.00					
Accrued Expenses: \$10,000.00						Uncommitted Charges: \$90,000.00					
Sum of Expenses: \$0.00						Available: \$90,000.00					
Actual Expenses: \$10,000.00						Unexpended Accrued: \$90,000.00					
Charges: \$0.00						Unexpended Cash: \$100,000.00					
						Back End Split: \$0.00					



- Click the **Magnifying Glass icon** to the right of the Accrued Expenses field to drill down to the Detailed Transaction Listing. Notice there are two lines displayed for the same document due to the two Funding Lines for this transaction.

Doc Code	Doc Dept	Doc ID	Document Identifier	Accrued Expenses
✓ GAX	100	100 GAX	GAX 100 100 GAX	\$7,500.00
GAX	100	100 GAX	GAX 100 100 GAX	\$2,500.00

First Prev Next Last [Download](#)

Search
 Doc Code : GAX
 Doc Dept : 100
 Doc ID : 100 GAX
 Accrued Expenses : \$7,500.00

OK Cancel

- Click **Document Identifier** link to navigate to the GAX document that created the Accrued Expense. The GAX document is displayed.
- Click **Close** button on the GAX to return to the Detailed Transaction Listing
- Click **Ok** to return the **BQ39LV1 page**

Notice the system generated values in the Uncommitted, Unobligated, Unexpended Accrued, and Unexpended Cash fields.

Click the **Uncommitted field label** to view the Formula Definition that is generating the value in the field

Copy First Prev Next Last

Formula Definition : Current Budget - Purchase Reservations - Pre-Encumbered - Encumbered - Accrued Expenses - Cash Expenses

OK Cancel

- Click **Ok** to return to the budget inquiry page
- View **Level Two of Budget Structure 39**, then return to the Home Page
- From the BQ39LV1 page, click the **Program Period Budget** link to view the Reimbursable Grant: Funding Line page for the budget structure.

Note: The Accrued Expenses and Actual Expenses fields display \$7,500 to reflect the 75% Federal share of the expenditure.

In the summary grid, click the line for Funding Line **2** to view the values in the Accrued Expenses and Actual Expenses fields for the State share of the expenditure.

To return to the Home Page, click **Home** in the Primary Navigation Panel.

Note: You may navigate to the program budget inquiry pages to view the impact of the expenditure transactions.



Prevention of and Correction of Errors

Data entry errors for Cost Accounting activities may occur at any point during the lifecycle of a project or grant. The steps necessary to correct errors will depend upon the error: what data was entered incorrectly; at what point in the lifecycle the error is discovered; and the details of the funding agreement with the Federal agency for each specific project.

Accounting Templates and Function Codes

The use of accounting templates and function codes simplifies data entry for the user by establishing most of the correct Chart of Accounts elements to use for a specific type of project or grant expenditure. For example, an accounting template or function code may be established for each project, containing the proper Fund Accounting elements, as well as the proper Program and Phase elements for a project expenditure. Then, when the user selects the appropriate Accounting Template, very few Chart of Accounts elements must be manually entered on the Accounting line. See the General Accounting course for additional information about creating accounting templates and function codes.

AFIS Edits

AFIS Cost Accounting functionality includes edits that help ensure accurate data entry. For example, error messages will be generated if a user attempts to enter a Phase for a project that has not been established on the Program Phase page. Or, an error will be generated if insufficient budget remains for a project expenditure. The messages will provide information about the data element that triggered the AFIS edit.

Required, Valid, and Invalid Chart of Accounts Tables

AFIS provides several tables that may be used to ensure that the Chart of Accounts elements entered on the Accounting lines are present when required, or either valid or invalid combinations. These tables are optional and may not be used for all cost structures. Available tables are:

- Program Activity Requirement (PRGREQ)
- Unit/Program Required (PROGREQ)
- Valid Unit Program Combination (VUPROG)
- Valid Phase/Event Types (VPHEVNT)
- Invalid Phase/Event Types (IVPHEVNT)

Workflow

Some errors may not trigger an AFIS error message, yet may still be inaccurate for the funding agreement. For example, the incorrect Phase may be selected for an expenditure. Transactions entered on an AFIS document are not complete until the document is approved by all individuals on the workflow for that document; so it is very important for document approvers to carefully review the Chart of Accounts elements on the Fund Accounting and Detail Accounting tabs of a document Accounting line prior to approving the document. If data entry errors have been made, the document can be rejected for correction of the error(s).

Correction of Errors

If an error is identified after the drawdown request has been submitted and the reimbursement deposited by the State, then the steps necessary to correct the error will depend upon the funding



agreement with the Grantor: the Federal agency may ask the State to adjust it against the next bill or it may require a refund for the incorrect amount drawn.

Whenever possible, the error will be corrected by creating a modification version of the original, incorrect document. If necessary, a Cost Accounting Journal Voucher (JVC) document will be created to correct the error. If you are correcting a post for a Major Program setup to use front end split, the standard vouchers (JV and JVA) are not available. See the General Accounting Course for detailed information on creation of journal voucher documents.

Review the Status of a Cost Accounting Program Expense Budget



(38 Budget)

Scenario

Now that we have established the Cost Accounting structure with the appropriate budget structures and created a payment document we can view the split impact of the appropriate budgets and view the differences.

Navigate to the budget inquiry pages to view the impact of the receipt of revenue for the AZ Expressway Project.

Login to the **AFIS** Home Page.

A drawdown request for the AZ Expressway Project has been processed and revenue received.

Navigate to the **Budget Structure 38 Level Three Budget Inquiry** page, steps:

1. In the **Jump to** field, enter **BQ38LV3**
2. Click **Go**. The Major Program Budget page opens and a Search window is displayed
3. In the **Department** field, enter your **agency dept code**
4. In the **Major Program** field, enter **XXXMP** where XXX represents the department
5. Click **Ok**. The budget line for your program is displayed in the grid

Closing a Program or Program Component

Section Objectives

This section will review:

- Identify the mechanisms available to close a project or grant
- Close a grant

Section Overview

Closing a project or grant is defined as the point at which no further transactions are allowed to be processed for the project or grant. The Active check box in AFIS is used to indicate whether a Chart of Accounts element is active or inactive. A project or grant element is closed by unchecking the Active check box on the appropriate Cost Accounting Chart of Accounts element. The Effective From and Effective To date fields also control the ability to process transactions for a Cost Accounting Chart of Accounts element.

Close a Program or Program Component

The Active check box and the Effective From and Effective To date fields on various pages restrict transactions in AFIS.

Active Check Box

The Active check box is found on the Major Program, Program, Program Phase, Program Period, and Funding Profile pages. No transactions of any kind can be processed for that Chart of Accounts element if the Active check box is unchecked. This box remains checked on all pages until all transactions for that project or grant are processed. Then, the Chart of Accounts element is closed by unchecking the Active check box.

A project or grant is normally closed by unchecking the Active check box on the Program page; however, this check box may optionally be used on the Program Phase or Program Period pages. This is appropriate when one Phase of a Program must be closed but other Phases of the Program remain active; or when one Program Period of a Program must be closed but other Program Periods of the Program remain active.

To close out a Cost Accounting Element (Program Period), steps:

1. Refer Back to CAM activity on pg. 68
2. Follow the directions to load the Major Program, Program, and Program Period
3. Close out your Grant Award on the Program Period by unchecking the Active box, on the Program Period level
4. Then Validate and Submit your CAM to Close out the Program Period



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Program Setup [Menu Back](#)

Department	Program	Name	Major Program	Active	Effective From	Effective To	Billing Agreement Date	Reimb Status
✓ 100	100PROGRAM	100 STATE ACCESS AND VISITATION PROGRAM	100MP	No			05/15/2015	Allowed for Reimbursement

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[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

*Department: 100 Effective From:
 *Program: 100PROGRAM Effective To:
 Auto Generate: ☐ Billing Agreement Date: 05/15/2015
 Prefix: Active: ☒
 *Name: 100 STATE ACCESS AND VI Budgeting: ☒
 *Short Name: 100 ACC AND VIS Reimb Status: Allowed for Reimbursement
 *Major Program: 100MP Reimb Eligible: ☒
 Sub Account: Reclass Exclusion: ☐
 Site Location: Major Program Effective Start Date:
 Program Status: Major Program Effective End Date:
 Final Bill: ☐

General Options

Rollups

Description/Contact

Highway Project

Fixed Asset Information

Program Dates

[Top](#)

[Fixed Asset Construction Program Allocation](#) [Cost Accounting Document History](#)

NOTE: The Active check box is marked, indicating it is active. To close out, uncheck Active and save.

Effective From and Effective To Date Fields

The Effective From and Effective To date fields are found on the Major Program, Program, Program Phase, and Funding Profile pages. The use of the effective date fields is optional.

The **Effective From** and **Effective To** date fields on the Major Program are optional. Refer to department procedure.

The **Effective From** and **Effective To** date fields on the Program, Program Phase, and Funding Profile pages may be used to control the date range that transactions can be posted to the element. Refer to department procedure.

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Major Program [Menu Back](#)

Department	Major Program	Name	Active	Effective From	Effective To	Drawdown Group	Drawdown Department
✓ 100	100MP	100 STATE ACCESS AND VISITATION	Yes				
100	BUDGET	Budget UAT	Yes				
100	FAMJRPROG	FAMJRPROG	Yes				
100	MJPRG	Major Program for Training	Yes				
101	BUDGET	Budget UAT	Yes				

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[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

*Department: 100 Instructor Effective From:
 *Major Program: 100MP Effective To:
 Auto Generate: ☐ Active: ☒
 Prefix: Budgeting: ☒
 *Name: 100 STATE ACCESS AND VI Reimb Status: Allowed for Reimbursement
 *Short Name: 100 ACC AND VIS Reimb Exclusion: ☐



Decentralized Cost Accounting Chart of Account Elements

All of the Cost Accounting Chart of Accounts elements are department-specific. This means that each entry made on a table to create a cost structure includes a Department code. In addition, some of the tables used to create Major Program and Program rollups are also decentralized. A complete list of all Cost Accounting reference tables that are decentralized is as follows:

- Major Program
- Major Program Type (Rollup)
- Major Program Group (Rollup)
- Program
- Program Type (Rollup)
- Program Group (Rollup)
- Funding Profile
- Phase
- Program Phase
- Program Period
- Stage Profile
- Task Order

Refer to department procedure for guidance on which elements each department is using.



Cost Accounting Reporting

The key reports needed to support the AFIS Cost Accounting business processes are listed below. Included with some of the reports are the data elements (prompts) that are available.

AFIS Reports

infoAdvantage Reports

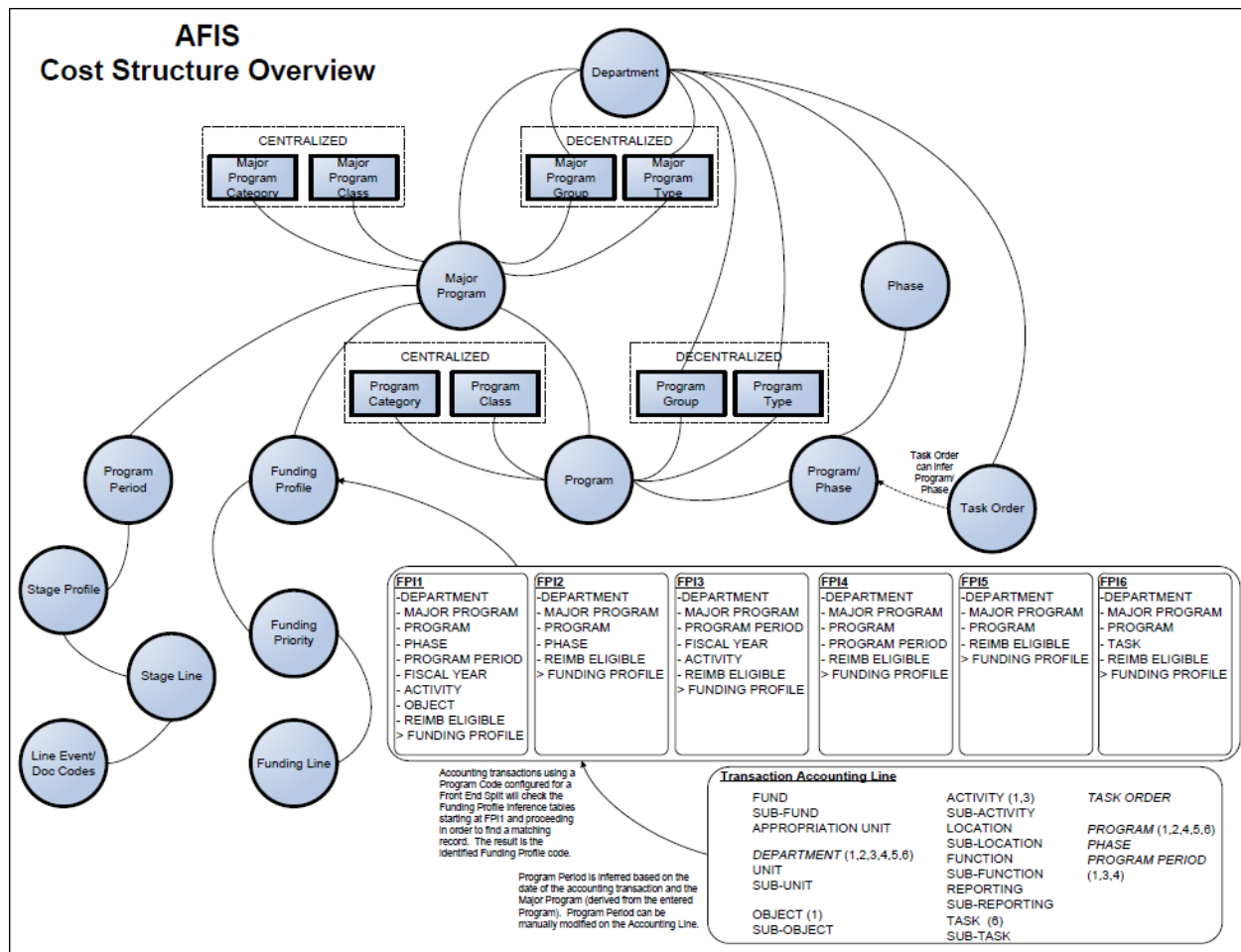
FIN-AZ-CA-N170 - CMIA Interest Liability - This report captures the CMIA Interest Liability Calculation. Within the report, user-based filter options are available for the following data elements: CFDA, To Date, Interest, Department, Fund Group, From Date.

FIN-AZ-GM-C075-RDD Year to date Grant Awards vs. Expenditures - This report captures year to date total revenue from all Revenue Sources, total expenditures, and the remaining award amount for a Grant. Within the report, user-based filter options are available for the following data elements: Fiscal Year (FY), APD, Department, Program Period, CFDA, and Major Program.



Appendix

Cost Structure Diagram



Cost Structure Models

The required and optional elements in the AFIS cost structure may be combined in different ways to meet the Cost Accounting needs of the specific grant or project. Seven models of cost structures have been established for use by departments. Based upon the structure element required for each grant or project, the department selects the appropriate model to establish the cost structure in AFIS. Therefore, departments may use one or more models depending on their Cost Accounting needs. The structure elements and associated models are defined further below.



	MODEL						
	1	2	3	4	5	6	7
Structure Elements							
Track Expenditures and Revenue by Project Activities (Phases)	X						X
Track Expenditures and Revenue by Time Periods		X	X	X	X	X	
Three level structure with Major Program as the top tier	X	X		X	X	X	X
Four level structure with one of the Major Program roll-up fields as the top tier			X				
Budget Elements							
Budget Expenditures by Project Activities (Phases)	X						X
Budget Expenditures by Time Periods		X	X	X	X	X	
Reimbursable Grant				X	X	X	X
Funding Elements							
Funded by a single Federal Grant (CFDA), renewable each year				X			
Funded by a single Federal Grant (CFDA) which covers multiple years				X			
Funded by a new single Federal Grant (CFDA) for each year's apportionment					X		
Funded by multiple grants and/or multiple CFDA simultaneously						X	X
Funded by State fund matches				X	X	X	X

Cost Structure Model 1

Model 1 is used for activity-based, non-reimbursable, and internally funded projects. It is characterized by the following elements:

- Track Expenditures and Revenue by Project Activities (Phases)
- Three level structure with Major Program as the top tier
- Budget Expenditures by Project Activities (Phases)

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Phase
- Program Period
- Program Expense Budget

Cost Structure Model 2

Model 2 is used for time period-based, non-reimbursable, and internally funded projects. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Three level structure with Major Program as the top tier
- Budget Expenditures by Time Periods

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Program Period
- Program Expense Budget

Cost Structure Model 3

Model 3 is used for time period-based, non-reimbursable, and internally funded projects with additional structure levels. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Four level structure with one of the Major Program roll-up fields as the top tier
- Budget Expenditures by Time Periods

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Major Program Group
- Program
- Program Period
- Program Expense Budget

Cost Structure Model 4

Model 4 is used for time period-based, reimbursable and/or externally funded projects with a renewable CFDA number at the Funding Line. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Three level structure with Major Program as the top tier
- Budget Expenditures by Time Periods
- Reimbursable Grant
- Funded by a single Federal Grant (CFDA), renewable each year
- Funded by a single Federal Grant (CFDA) which covers multiple years, but requires no renewing effort
- Funded by State fund matches

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program

- Program
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Program Expense Budget
- Reimbursement Budget
- Funding Profile Inference

Cost Structure Model 5

Model 5 is used for time period-based, reimbursable and/or externally funded projects with new CFDA numbers each year recorded on the Program Period. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Three level structure with Major Program as the top tier
- Budget Expenditures by Time Periods
- Reimbursable Grant
- Funded by a new single Federal Grant (CFDA) for each year's apportionment
- Funded by State fund matches

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Program Expense Budget
- Reimbursement Budget
- Funding Profile Inference

Cost Structure Model 6

Model 6 is used for time period-based, reimbursable and/or externally funded projects with multiple grants at the Funding Line level. It is characterized by the following elements:

- Track Expenditures and Revenue by Time Periods
- Three level structure with Major Program as the top tier



- Budget Expenditures by Time Periods
- Reimbursable Grant
- Funded by multiple grants and/or multiple CFDA simultaneously
- Funded by State fund matches

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Program Period
- Funding Profile
- Funding Priority
- Funding Line
- Program Expense Budget
- Reimbursement Budget
- Funding Profile Inference

Cost Structure Model 7

Model 7 is used for activity-based, reimbursable and/or externally funded projects with multiple grants at the Funding Line. It is characterized by the following elements:

- Track Expenditures and Revenue by Project Activities (Phases)
- Three level structure with Major Program as the top tier
- Budget Expenditures by Project Activities (Phases)
- Reimbursable Grant
- Funded by multiple grants and/or multiple CFDA simultaneously
- Funded by State fund matches

To meet these Cost Accounting needs, this type of project will utilize the following cost structure elements. For several elements, more than one entry will be needed.

- Major Program
- Program
- Phase
- Program Period
- Funding Profile
- Funding Priority
- Funding Line

- Program Expense Budget
- Reimbursement Budget
- Funding Profile Inference

Cost Accounting Process Overviews

The AFIS automated reimbursement process is supported by several automated batch processes. For additional information, please refer to the AFIS Cost Accounting Run Sheets, which are available in the AFIS Application Help, or contact your GAO Liaison.

Reimbursement Process

The full scope of the Cost Accounting Reimbursement functionality is divided into three required processes: Reimbursement Selection and Calculation, Reimbursement Generation, and Reimbursement Output. The three required processes are inter-related and must be executed in a sequential order.

Reimbursement Selection and Calculation Job

The Reimbursement Selection & Calculation chain has four jobs:

- Reimbursement Selection
- Load Documents from XML
- Submit Documents
- Cleanup

The Reimbursement Selection and Calculation process:

- Gathers reimbursable transactions
- Verifies that the Posting Codes within each gathered reimbursable transaction allows the transaction to be reimbursed
- Applies funding split rules for Back End Splits, and
- Creates input file for the subsequent Reimbursement Generation process

The Reimbursement Selection Parameters (REIMSEL) table is used to provide instructions for the running of the Cost Reimbursement Selection process.

Reimbursement Generation Job

The Reimbursement Generation process selects transaction records for reimbursement based upon the two parameter tables described below. Just because a transaction is eligible for reimbursement does not mean that it will be used for the very next running of the overall reimbursement processes.

The Reimbursement Generation Parameters (REIMGEN) table, as well as the Reimbursement Frequency Date (FREQDT) table, is used to provide instructions for the running of the Reimbursement Generation process. The latter table, for example, indicates the reimbursement frequency characteristic of a grant or project which the system will look for the next time the overall reimbursement processing occurs. A reimbursement frequency of Daily would have related transactions picked up by reimbursement processes more frequently than a reimbursement frequency of Monthly or Quarterly.



Reimbursement Output

The Reimbursement Output process generates the actual drawdown request for grants such as FHWA file, Receivable (RE) document, Cash Receipt (CR) document (for pre-paid grants), or Internal Exchange Transaction (IET) documents for the portion of the reimbursable expenditure funded internally.

The Reimbursement Output Parameters (REIMOTPT) table is used to provide instructions for the running of the Cost Reimbursement Output process.

Reclassification Process

The Reclassification process is organized into two different processes as described below:

Normal Reclassification

During the life of a Cost Accounting entity (for example, project, grant, or job), the financial structure of the reimbursement funding and cost eligibility will require modification. These modifications are due to a variety of factors to include: changes in the agreement amounts with an external funding source, changes in the eligibility of certain types of reimbursable expenditures, or errors in the setup of the grant or project. The Reclassification process is executed when there are retroactive changes in the agreement amounts with an external funding source, changes in the eligibility of certain types of reimbursable expenditures, or setup errors. The process may be run in Report, Update, or Report & Update modes.

When the need for reclassifying program transactions is identified, and the department determines it is ready to run the process in Update mode, the department will configure the parameter entries for the Reclassification process, which are entered into the Reclassification Parameter Screen:

- **Automatic Overflow Indicator** - This check box is unchecked for normal reclassification.
- **Transaction Date From and To** - These fields are optional and may be used to identify specific begin and end dates for the reclassification process.
- **Department** - This field is required and is used to identify the department code for the Major Program requiring reclassification.
- **Major Program** - This field is required and is used to identify the Major Program code requiring reclassification.
- **Funding Profile** - This field is required and is used to identify the Funding Profile requiring reclassification.
- **Phase** - This field is optional and is used if a specific Phase requires reclassification.
- **Program** - This field is optional and is used if a specific Program requires reclassification.
- **Program Period** - This field is optional and is used if a specific Program Period requires reclassification.

Once the parameters for the process have been identified, the GAO schedules the Reclassification process to be run in Update mode based upon the department requirements. The process generates the following updated documents (if necessary, based on the reclassification parameters):

- Automated Disbursement (AD)
- Charge Transaction (CH)



- Internal Transaction Approval (ITA)
- Internal Transaction Initiator (ITI)
- Internal Exchange Transaction (IET)
- Manual Disbursement (MD)
- Payroll Expenditure Correction (PYRL)
- Issue Confirmation (CI)
- Stock Transfer Receipt (TR)
- Over-the-Counter (OC)
- Stock Return (SN)
- Cash Receipt (CR)

If any of the documents are generated with errors, the GAO reviews and resolves the errors, with help from the department if needed.

Automatic Overflow Recapture

Changes to funding or eligibility may free up monies, which can be applied against transactions that were previously not eligible for reimbursement due to exceeding the funding limitations. These amounts would have been applied to the “overflow” priority in a Funding Profile and, with the new funding rules established, may now be eligible for reimbursement.

It is important to note these two processes are independent of each other and must be executed separately. In addition, when the reclassification process is executed in the normal reclassification mode or automatic overflow recapture mode, the reclassification process identifies the original transactions required to be reclassified and creates the appropriate adjusting transactions to affect the changes.

When the Automatic Overflow Recapture indicator is set to Yes, the reclassification process will look for any programs that have Overflow costs (that is, the overflow priority has billed balances). If there are any of these programs with Overflow, which also have had a funding change (that is, additional dollars added, a new priority added ahead of the Overflow priority – determined by a previous priority with available dollars), the reclassification process will automatically include these programs in the reclassification process. This process eliminates the need to identify all Programs with Overflow costs in the reclassification parameters.

It is important to note that the Automatic Overflow Recapture indicator only affects the input to the reclassification process. Once these Overflow Reclassifications are included in the input, they are processed just like any other Reclassification.

This Automatic Overflow Recapture process is executed when the following conditions exist:

- The Automatic Overflow Recapture indicator is set to Yes.
- This process can be executed when funds are spent from a temporary budget and funds become available in a real budget.



- A temporary budget is associated with a Funding Priority with an Overflow Indicator of 'Y'. Online edits are in place to ensure that only the last Funding Priority within a Profile can be defined as Overflow.
- This process looks at the Funding Split Log for Funding Priorities that are marked as Overflow, if it finds one it will see if there are any funds available in the other Priorities associated with the same Funding Profile.



Terminology

Term	Description
Activity	An optional department-specific Chart of Accounts element used to capture additional information. Refer to department procedure for the use of the Activity field and valid Activity codes.
Automated reimbursement process	The series of three optional AFIS batch jobs that are used to select transactions for reimbursement, calculate drawdown requests, and generate Receivable and/or Cash Receipt documents, in accordance with funding rules established within the cost structure for each grant or project setup to use the automated reimbursement process.
Cost Accounting	The process of accumulating, analyzing, and reporting cost information related to grant, project, program, and job activities.
Cost Accounting Modification (CAM) Document	The document that is used to modify various reference pages and budgets related to a project or grant. May be used to add or delete entries on some reference pages related to a project or grant.
Cost Accounting Setup (CAS) Document	The document that is used to set up the various reference pages and budgets related to a project or grant.
Cost Structure	The specialized Chart of Accounts elements in AFIS that provide specific controls and tracking capabilities for transactions that support project and grant activities.
Drawdown Groups	Enable the system to group expenditures for reimbursement (draws) across different Departments, Major Programs, and Programs. Drawdown Groups are optional and can be defined at the Major Program or Program level.
Front End Split Process	One of two methods to perform funding source calculations in AFIS: the second is the back end split (the back end split method is not used by the State and will not be discussed in this course). The front end split process directs AFIS to perform funding source calculations for expenditures at the point of document entry. Front end split adjusts the input document to infer and record the accounting codes and the funding participation information at the time of entry. Front end split is set at the Major Program level.
Function	Used when creating documents to reduce input errors by inferring values based on document type and department
Funding Line	Represents a funding source within a Funding Priority. It identifies the funding source, the percentage of expenditures the funding source will fund, the draw frequency, the revenue code, and any associated restrictions. A Funding Priority must have at least one Funding Line but may have multiple Funding Lines. The Funding Line is also used to store information needed for other purposes, such



Term	Description
	as Federal Appropriation Number and Catalog of Federal Domestic Assistance (CFDA) number. Funding Lines are set up only for the projects and grants that use the AFIS automated reimbursement or front end split process and a reimbursement budget structure.
Funding Priority	Part of the Funding Profile hierarchy. It represents the sequence of funding. Each Funding Profile includes at least one Funding Priority, and each Funding Priority has at least one Funding Line. For projects and grants having sequential spending requirements, funding priorities are established to represent the sequence. Funding Priorities are set up only for the projects and grants that use the AFIS automated reimbursement or front end split process and a reimbursement budget structure.
Funding Profile	The top level of the Funding Profile hierarchy, which identifies funding relationships within a Major Program. The hierarchy is a structure with three levels: Funding Profile, Funding Priority, and Funding Line. Funding Profiles are set up only for the projects and grants that use the AFIS automated reimbursement or front end split process and a reimbursement budget structure.
Funding Profile Inference	Allows AFIS to identify the Funding Profile to default into expenditure documents based on the Chart of Accounts elements entered on the document. Funding profile inferences are required when using the AFIS automated reimbursement process, or when using the front end split process for manually calculated reimbursements.
Funding Source	Identifies the type of resources used to pay for the project or grant (Federal, State or Other).
Funding Split	The mechanism that takes a single Accounting line for an expenditure and splits it between multiple funding sources based on funding profile and funding profile inference set up. The type of funding split for a cost structure is entered on the Major Program record.
Internal Buyer Funding Line	Part of the Funding Profile hierarchy. Defines one or more internal funding sources to be associated with inter-governmental payments.
Location	An optional Chart of Accounts element.
Major Program	The highest level element of the cost structure. A Major Program identifies a project or grant or a grouping of projects or grants.
Major Program Category	A hierarchical inferred element used for reporting at the Statewide level.



Term	Description
Cost Structure	The collection of specialized Chart of Accounts elements in AFIS that provide specific controls and tracking capabilities for transactions that support project and grant activities.
Phase	The Chart of Accounts element used to identify different Phases within a Project. Examples are scoping, design, construction, etc.
Program	Identifies a project or grant, or a division of a project or grant. An individual Program is assigned to one and only one Major Program, while a Major Program may have multiple Programs (but must have at least one).
Program Budget Structure (Non-reimbursement budget structure)	Used to control how project/grant funds are expended. Budget Structure 38 (Grant Budget) is the most commonly used program budget structure. Budget Structure 37 (Program Phase) is used for cost structures requiring budget control at the Phase level.
Program Category	A hierarchical inferred element used for reporting at the Statewide level.
Program Group	A hierarchical inferred element used to group projects for reporting purposes at the department level.
Program Period	Defines time periods for Cost Accounting activities (the award period and/or the grantor's fiscal year).
Program Phase	A page that is used to associate a Phase to a Program.
Program Type	A hierarchical inferred element used for reporting at the department level.
Reclassification	An automated process used to apply new funding profile information to existing financial transactions in AFIS. For example, the Reclassification process can be used to generate a bill to the Federal Highway Administration (FHWA) for eligible expenses previously paid out of State Funds.
Reimbursement budget structure	Must be used for those projects that are using the automated reimbursement or front end split functionality in AFIS. The most common reimbursement budget structure is Budget Structure 39 (Reimbursable Grant Budget). If budgetary control is needed at the Program Phase level, Budget Structure 40 (Phase Reimbursable Budget) is used.

List of Acronyms

Acronym	Definition
ACTV	Activity
AD	Automated Disbursement document
ADOT	Arizona Department of Transportation
AFIS	Arizona Financial Information System
APD	Accounting Period
CACR	Cost Account Cash Receipt document
CARE	Cost Accounting Receivable document
AUTOCANO	Cost Accounting Auto Numbering page
BGPDE	Budget document for Budget Structure 38
BGPDR	Budget document for Budget Structure 39
BGPHE	Budget document for Budget Structure 37
BGPHR	Budget document for Budget Structure 40
BGPD	Budget Structure 96
BGPE	Budget Structure 97
CACT	Customer Account Options page
CAM	Cost Accounting Modification document
CAS	Cost Accounting Setup document
CFDA	Catalog of Federal Domestic Assistance
CH	Charge Transaction document
CHCLS	Charge Class page
CNTAC	Contact page
CR	Cash Receipt document
DDG	Drawdown Group
FA	Fixed Asset document
FAN	Federal Appropriation Number page

Acronym	Definition
FEDAGCY	Federal Agency page
FES	Front end split
FHWA	Federal Highway Administration
FHWACLN	FHWA Rejection Records page
FPI2	Funding Profile Inference 2 page
FPI3	Funding Profile Inference 3 page
FPI4	Funding Profile Inference 4 page
FPI5	Funding Profile Inference 5 page
FPPAPPR	Funding Profile Inference by Program Period and Appropriation page
FPRFLST	Funding Profile Select page
FREQDT	Frequency Date page
GAO	General Accounting Office
GAX	General Accounting Expenditure document
GFPI	Grant Funding Profile Inference page
GLM	Grant Lifecycle Management
GTAW	Grant Award document
ICJ	Internal Costing Journal page
ICT	Internal Costing Transaction document
IET	Internal Exchange Transaction document
INCR	Internal Cost Rate page
ITA	Internal Transaction Approval document
ITI	Internal Transaction Initiator document
JACTG	Accounting Journal
JCA	Cost Accounting Journal
JV	Journal Voucher document
JVC	Cost Accounting Journal Voucher document

Acronym	Definition
MD	Manual Disbursement document
MJPRG	Major Program page
OBJ	Object page
OVDREXP	Overhead Rate Exception page
PAEX	Program Activity Exception page
PHASE	Phase page
PHPRG	Program Phase page
POEX	Program Object Exception page
PPC	Program Period page
PRGREQ	Program Activity Requirement page
PROG	Program Setup page
PROGREQ	Unit/Program Required page
PSTAT	Program Status page
PTYP	Program Type page
RE	Receivable document
REIMGEN	Reimbursement Generation Parameter page
REIMHIST	Reimbursement History page
REIMOTPT	Reimbursement Output Parameter page
REIMSEL	Reimbursement Selection Parameter page
SEFA	Schedule of Expenditures of Federal Award
SOPT	System Options page
TASKORD	Task Order page
VCUST	Vendor Customer page

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